

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

June 21, 2023

(Date Changed from June 20, 2023 due to conflicts with the
State Primary Election)

Hopewell Library

1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

June 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 – March 21, 2023
April 18, 2023
May 16, 2023

Statistical Report – dated June 21, 2023

Financial Report – dated June 21, 2023

Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1. Staff Update
- R2. Board Update
- R3. Library Reserve Account – Vantage Point Federal Credit Union
- R4. Summer Reading Program Update
- R5. Library Night at the Ballpark – July 13
- R6. Update on FY2024 Budget
- R7. Staff Appreciation Event

Committee Reports:

New Business:

Unfinished Business:

Approval of Transfer of Reserve to Truist

Adjournment - Next Meeting: July 18, 2023 at the McKenney 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

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of April 18, 2023**

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Tuesday, April 18, 2023, at the Dinwiddie Library located at 14103 Boydton Plank Road, Dinwiddie, with Chairperson William Thomas in the chair and the secretary being present. The meeting was called to order at 1 p.m.

Trustees present: William Thomas (PG), Amanda Binford (PG), Sandra E. Ruffin (D)

Trustees absent: Angela Bennett (PG), Susan Eliades (H), David Harless (H), Randi Hawkins (D), Larry Pankey (H)

Staff present: Brian Manning and Briana Terry

No substantive action was taken at this meeting due to lack of a quorum being present.

Approval of agenda: No action

Approval of consent agenda: No action

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

Mr. Manning responded to several questions about the reports, providing further clarification.

Communications: None

Citizens Comments: None

Report of the Library Director:

Mr. Manning gave a brief report on the following:

R1. Staff Update – ARLS is currently fully staffed, all full- and part-time positions. Staff consists of about 47 employees, 14 full-time positions. Lauren King, technology librarian, starts on May 1, 2023, at the McKenney Library. Michele Lawhorn at the Prince George Library accepted the part-time Youth Services position in Hopewell.

The ARLS is moving to a different health insurance plan, a more affordable plan; employees will pay \$900 less. The current cost of health care for 14 staff is \$17,000 per month.

Rather than giving “pins of service,” staff will receive pay increases based on years of service.

Due to the increase in state aid, full-time staff will get new iPads before the end of the year, upgrades long overdue.

ARLS Board of Trustees Meeting

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Minutes of April 18, 2023

Improvements have been completed at the Prince George Library.

R2. Auditors' Memo and Report to the Board – The FY 2022 Audit Report from Robinson, Farmer, Cox Associates did not find noncompliance but reported recommendations that would strengthen internal controls and operating efficiencies and provide for best practices. The auditors gave recommendations concerning a written purchasing policy, multiple bank accounts with a local credit union, and unclaimed property, mainly salary and mileage checks. The auditors reported money in reserve in the event of an emergency. Mr. Manning will provide further discussion at the next meeting. Annual audit reports are required before the Library of Virginia will provide an application for state aid.

R3. Libraries United Available Training – Attention was called to the registration procedures for statewide training opportunities and resources provided by the Library of Virginia, including trustee academy on-demand and webinars, and special sessions held the second Tuesday of each month covering topics of interest to Trustees and Friends of the Library.

R4. Summer Reading Program – ARLS will offer a wide variety of reading and other support activities throughout the summer, June through August, for all ages including adults.

R5. Possible Pursuit of Grant – ARLS is pursuing a number of grants to help with “give aways” doing the summer reading program. Also, interested in pursuing grants to establish a nursing facility in the Hopewell Library.

R6. FY Board Meeting Schedule – The proposed schedule of board meetings with locations and dates of meetings for the next fiscal year was tabled for the May meeting for Board action.

With no further discussion, Chairperson Mr. Thomas adjourned the meeting at 1:39 p.m.

The next meeting is scheduled on May 16, 2023, at the Burrowsville Library in Prince George County at 1 p.m.

Sandra E. Ruffin, Ed.D.
Secretary, ARLS

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of May 16, 2023**

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Tuesday, May 16, 2023, at the Hopewell Library, located at 209 E. Cawson St., Hopewell, with Chairperson William Thomas in the chair and the secretary being present. The meeting was scheduled to be held at the Burrowsville Library; however, the change was made due to an emergency. The meeting was called to order at 1:06 p.m.

Trustees present: William Thomas (PG), Susan Eliades (H), Larry Pankey, (H) Sandra Ruffin (D)
Trustees absent: Angela Bennett (PG), David Harless (H), Randi Hawkins (D)
Staff present: Brian Manning, Briana Terry, and Chris Wiegard

No substantive action was taken at this meeting due to lack of a quorum being present.

Approval of agenda: No action taken.

Approval of Consent Agenda: No action taken.

Minutes – April 18, 2023 (The minutes for April 18, 2023, were not available for this meeting.)

Statistical Report – dated May 16

Financial Report – Dated May 16, 2023

Bills for Review

The ARLS received \$61,700 in state E-rate funds that can be used for Internet connectivity to the public. E-rate provides discounts on broadband and telecommunications services to eligible public libraries and schools. The ARLS has moved into a 90% reimbursement category.

Chairperson Mr. Thomas asked for a review of the recommendations from the auditor's report. Mr. Manning reviewed the two main recommendations. (1) The local credit union where the Library has its bank accounts is not covered under the Security for Public Deposits Act (SPDA). It provides protection through F.D.I.C. The auditors recommend that all bank accounts maintained by the Library be covered by S.P.D.A. and reported as public deposits. (2) The auditors recommend that all outstanding checks that are over one year old be reported and sent to the state as unclaimed property. A copy of the FY22 Audit of the Appomattox Regional Library System is included in the April 18, 2023, Board packet.

The ARLS has ongoing community engagements with active participation of the Library Director. The Director gave brief comments on recent activity associated with the following:

The Hopewell Hoppin Outreach with Youth Services

Crater Region RAFT (Resilience Adaptation Feasibility Tool) Workshop

WHAP radio show – airs on Saturday mornings, 8:30 a.m. – 9:30 a.m.

Hopewell-Prince George Chamber of Commerce

Tri-Cities Culture Works

VLA Intellectual Freedom Committee

VPLDA Committee on Library Standards

ARLS Board of Trustees Meeting

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Minutes of May 16, 2023

Communications: A thank-you card was received from the Hopewell Women's Club with a donation of \$150.

Citizen comments: Ms. Eliades commented on the S.T.R.E.A.M. program. Again, this month she visited along with her granddaughters, and she stated the program is "top notch," "very impressive." She said her granddaughters "loved it."

Chairperson Mr. Thomas reported concern about bird droppings around the front entrance of the Hopewell Library. Mr. Manning agreed with concerns and reported that the building is scheduled for pressure wash. Mr. Manning shared concern about one homeless sleeping in front of the Hopewell Library, continues to be a problem but not like it used to be. City police tries to keep them moving.

Report of Library Director: The oral report of the Library Director provided brief discussion on the following:

R1. Staff Update – The part-time library associate circulation position at Prince George is about to be posted, otherwise fully staffed. The Director has not received official notice of retirements but is expecting three staff retirements. The Library currently pays \$17,000 monthly for staff's health insurance premiums and has not been able to hire anyone with family due to cost. The family plan was over \$2,000. The Director has concluded it cannot afford to continue at this cost. A more affordable plan is now offered, comparable to surrounding areas.

R2. The Director plans to move the Library reserve account from the current location, Vantage Point to a money market account. This will require action from the Board of Trustees.

R3. The Old Country Store Antiques in Disputanta sponsored a fundraiser and collected \$605 for the use of the Disputanta Library, and the Prince George Women's Club donated \$125 for use of the Prince George Library.

R4. Prince George Rotary Club Grant

R5. The children's summer reading program will run from June to August 12. All children will receive sunglasses with the ARLS logo. The adult reading program will give tote bags and participants will have an opportunity to receive a grand prize given in each district. The Historic Hopewell Lecture series will be offered. ARLS summer reading is partnering with Chesterfield Co. and Colonial Heights. Tickets are available for the Tri-Cities Chilli Peppers baseball game on July 13, and Friends of the Library have purchased six sets of flying disc for distribution, both are means of promoting the Library.

ARLS Board of Trustees Meeting
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Minutes of May 16, 2023

R9. The proposed FY2024 Board Meeting Schedule was provided with meetings scheduled at each Library in each district, except Disputanta, due to limited meeting space.

R10. The annual staff appreciation event will be held on Friday, June 16, at 6 p.m. in the Ballroom at the Rohoic Library in Dinwiddie County.

Committee Reports: None

New Business:

Approval of Transfer of Reserve to Truist Bank **(Board action needed at next meeting.)**

Approval FY2024 meeting schedule **(Board action needed at next meeting.)**

On the motion of Sandra Ruffin, the chairperson adjourned the meeting at 1:10 p.m. The next meeting on June 20, 2023, will be held at the Hopewell Library.

Sandra E. Ruffin

Sandra E. Ruffin, Secretary
ARLS Board of Trustees

**Statistical Report
June 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
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	618	496		3,829	87%	13%
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	672	884		8,115	46%	-2%
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	1,542	1,685	1,385	1,573		16,510	9%	2%
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	437	463	431	466		5,197	-25%	-17%
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	7,314	7,851		89,137	-2%	3%

Statistical Report
June 21, 2023

Location	FY	Month												Total	% of Chg by Month	Change from FY22
		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN			
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	918	1,085		11,711	26%	58%

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	5,013	5,783		50,240	48%	28%

Rohioic	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	1,217	1,112		11,412	0%	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	2,169	2,281		21,540	2%	6%

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	18,474	21,220	19,737	21,531	0	217,691	13%	10%

**Statistical Report
June 21, 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	226	49	0	1,279
Carson Depot	203	203	181	171	109	113	172	172	197	188	199	0	1,908
Dinwiddie	502	519	457	481	366	384	463	541	614	429	483	0	5,239
Disputanta	113	164	183	143	132	115	155	129	172	140	175	0	1,621
Hopewell	11,002	12,138	11,701	11,458	8,597	11,003	11,341	17,712	12,708	9,866	11,160	0	128,686
Mckennney	241	258	298	299	202	225	276	344	401	300	326	0	3,170
Prince George	4,879	4,174	4,265	3,350	1,408	2,896	3,865	3,795	4,175	4,291	4,262	0	41,360
Rohoic	310	317	323	371	254	326	414	490	562	441	441	0	4,249
TOTAL	17,364	17,906	17,490	16,372	11,176	15,161	16,808	23,294	18,965	15,881	17,095	0	187,512
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	165	159	140	129	98	109	141	141	141	134	96	0	1,453
Meeting Room Users	513	724	1,058	1,054	686	1,097	967	865	865	817	576	0	9,222
Book Group	12	17	12	13	13	0	13	13	13	13	9	0	128
Adult Program**	608	336	262	301	249	146	393	197	210	329	479	0	3,510
Non-SRP Child Program	0	0	338	795	722	3,286	642	692	682	788	868	0	8,813
Non-SRP Teen Program	0	0	123	96	83	83	111	101	81	81	80	0	839
Storytime	357	202	337	337	119	165	302	426	464	950	148	0	3,807
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	418	222	0	9,854
Database Usage	486	417	503	2,269	2,320	2,718	3,617	3,799	4,031	3,135	2,714	0	26,009
TOTALS	8,119	4,728	3,776	7,395	4,477	7,691	6,198	6,234	7,176	6,665	5,192	0	67,651

**Includes online programming

Statistical Report
June 21, 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	38	32	0	326
Carson Depot	5	11	9	5	2	7	7	1	1	0	2	0	50
Dinwiddie	131	112	91	112	82	73	96	109	105	69	135	0	1,115
Disputanta	70	77	57	62	46	37	62	67	56	44	51	0	629
Hopewell	872	1,021	829	837	601	906	1,033	1,142	1,194	855	1,023	0	10,313
McKenney	181	211	233	138	156	158	134	137	180	83	90	0	1,701
Prince George	796	672	605	583	490	500	609	611	668	705	683	0	6,922
Rohoic	76	59	61	116	73	76	81	127	165	153	158	0	1,145
TOTALS	2,158	2,187	1,912	1,869	1,470	1,790	2,062	2,223	2,409	1,947	2,174	0	22,201
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	2	3	0	47
	0	1	5	1	6	0	1	7	4	6	0	0	31
Carson Depot Workstation	64	64	13	32	35	7	40	54	50	44	61	0	464
	7	6	12	5	13	2	4	11	16	16	0	0	92
Dinwiddie Workstation	58	56	50	40	40	35	47	51	79	70	47	0	573
	22	10	9	10	40	8	12	38	42	29	0	0	220
Disputanta Workstation	11	49	52	45	45	49	45	34	54	57	44	0	485
	48	55	50	61	87	37	39	56	73	49	0	0	555
Hopewell Workstation	1,536	1,696	1,537	1,347	1,105	1,285	1,332	1,307	1,513	1,268	1,414	0	15,340
	374	409	428	353	377	300	404	521	619	581	0	0	4,366
McKenney Workstation	46	43	55	40	41	52	42	31	28	27	27	0	432
	25	32	36	16	42	13	20	43	83	46	0	0	356
Prince George Workstation	444	387	369	344	291	312	350	353	423	419	371	0	4,063
	104	132	163	138	179	100	117	159	218	236	0	0	1,546
Rohoic Workstation	29	42	30	22	17	21	18	23	32	45	34	0	313
	12	6	8	9	27	7	14	34	32	34	0	0	183
TOTALS	2,794	2,991	2,819	2,465	2,346	2,232	2,497	2,724	3,268	2,929	2,001	0	29,066

Wireless Printing

195

222

180

394

502

208

421

184

169

217

2,692

Appomattox Regional Library System

Revenue and Expenses

July 1, 2022 - June 30, 2023

fund#	Revenue 05/31/23	FY2023 Adopted	Receipts to		Total Receipts	Percentage Received	Balance Due
			Previous Month	Monthly Receipts - 05/23			
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	\$675,407	\$0	\$675,407	100.0%	\$0
103	Dinwiddie	\$323,072	\$323,072	\$0	\$323,072	100.0%	\$0
104	Prince George	\$645,631	\$645,631	\$0	\$645,631	100.0%	\$0
105	State Funds	\$453,235	\$517,113	\$0	\$517,113	114.1%	(\$63,878)
106	Fines/Fees/Lost	\$9,000	\$6,566	\$689	\$7,255	80.6%	\$1,745
107	Copying/Fax Receipts	\$25,000	\$19,595	\$1,986	\$21,581	86.3%	\$3,419
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	\$1,035	\$4,600	\$5,635	563.5%	(\$4,635)
111	Grants	\$1,000	\$1,000	\$0	\$1,000	100.0%	\$0
112	Other	\$1,100	\$1,648	\$282	\$1,930	175.5%	(\$830)
	TOTALS	\$2,291,445	\$2,275,095	\$7,557	\$2,282,652	99.6%	\$8,793

Fund#	EXPENSES 05/31/2023	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 05/2023	TOTAL EXPENSES 05/31/23	PERCENTAGE SPENT	BALANCE
Personnel							
200	MIS Salaries & Wages	\$496,209	\$396,237	\$36,110	\$432,347	87.1%	\$63,862
201	Non-MIS Salary & Wages	\$662,055	\$498,412	\$52,195	\$550,607	83.2%	\$111,448
202	Benefits for Staff/Retirees	\$332,464	\$265,117	\$27,829	\$292,946	88.1%	\$39,518
	Total Personnel	\$1,490,728	\$1,159,766	\$116,134	\$1,275,900	85.6%	\$214,828
Books & Materials							
300	Books	\$105,000	\$95,393	\$8,531	\$103,924	99.0%	\$1,076
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$22,912	\$2,485	\$25,396	84.7%	\$4,604
303	Print News & Periodicals	\$10,000	\$9,043	\$74	\$9,117	91.2%	\$883
304	Audiovisual Materials	\$25,000	\$23,781	\$3,982	\$27,763	111.1%	(\$2,763)
305	Electronic Materials	\$5,500	\$5,615	\$259	\$5,874	106.8%	(\$374)
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	\$183,689	\$15,330	\$199,019	89.9%	\$22,481
Capital Expenditures							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$20,000	\$22,223	\$292	\$22,514	112.6%	(\$2,514)
401	Computer Hardware	\$50,000	\$66,529	\$3,430	\$69,959	139.9%	(\$19,959)
	Total Capital Expenditures	\$70,000	\$88,752	\$3,721	\$92,473	132.1%	(\$22,473)
Contractual							
500	Lyrasis ILL Services	\$3,100	\$3,297	\$0	\$3,297	106.4%	(\$197)
Software & Web Based App.							
501	Licensing Contracts	\$40,000	\$34,203	\$1,006	\$35,209	88.0%	\$4,791
502	Audit	\$20,000	\$20,690	\$0	\$20,690	103.5%	(\$690)
503	Cataloging MARC Records	\$3,000	\$2,455	\$0	\$2,455	81.8%	\$545
505	Computer Support/Service Calls	\$70,000	\$70,175	\$6,462	\$76,637	109.5%	(\$6,637)

Fund#	EXPENSES 05/31/2023	FY23	TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
		Adopted Budget	PREVIOUS MONTH	EXPENSES - 05/2023	05/31/23	SPENT	
507	Telecomm Internet Line Charges	\$35,000	\$32,966	\$2,953	\$35,919	102.6%	(\$919)
508	Printing and Publications	\$4,200	\$3,992	\$0	\$3,992	95.0%	\$208
	Total Contractual	\$175,300	\$167,779	\$10,421	\$178,200	101.7%	(\$2,900)
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$5,454	\$42	\$5,496	78.5%	\$1,504
601	TLC Maintenance Contract	\$17,000	\$16,492	\$0	\$16,492	97.0%	\$508
602	Facilities and Rent	\$76,650	\$63,000	\$6,300	\$69,300	90.4%	\$7,350
603	Supplies	\$25,000	\$19,647	\$1,524	\$21,171	84.7%	\$3,829
604	Travel / Workshops /Conf. Fees	\$5,000	\$4,145	\$1,364	\$5,509	110.2%	(\$509)
605	Training / Education	\$2,000	\$864	\$0	\$864	43.2%	\$1,136
606	Utilities	\$3,750	\$2,782	\$181	\$2,963	79.0%	\$787
607	Telephone (Voice)	\$13,000	\$11,186	\$1,072	\$12,258	94.3%	\$742
608	Insurance	\$12,750	\$469	\$0	\$469	3.7%	\$12,281
609	Vehicle Maintenance & Fuel	\$5,000	\$2,791	\$96	\$2,887	57.7%	\$2,113
610	Job & Contracting Advertising	\$1,000	\$1,754	\$164	\$1,918	191.8%	(\$918)
611	Promotional Advertising	\$2,000	\$1,175	\$0	\$1,175	58.7%	\$825
612	Organization/Association Dues	\$3,500	\$3,081	\$0	\$3,081	88.0%	\$419
613	Postage	\$5,500	\$4,153	\$601	\$4,754	86.4%	\$746
614	Janitorial	\$94,000	\$76,778	\$8,103	\$84,882	90.3%	\$9,118
615	Other Building Maintenance	\$9,500	\$7,456	\$670	\$8,126	85.5%	\$1,375
	Total	\$282,650	\$221,227	\$20,119	\$241,346	85.4%	\$41,304
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$4,148	\$3,683	\$7,831	111.9%	(\$831)
701	YS Programming & Supplies	\$4,500	\$4,012	\$1,190	\$5,201	115.6%	(\$701)
703	Adult Programming & Supplies	\$8,000	\$3,612	\$539	\$4,151	51.9%	\$3,849

Fund#	EXPENSES 05/31/2023	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 05/2023	TOTAL EXPENSES 05/31/23	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	\$12,924	\$1,430	\$14,354	148.0%	(\$4,654)
	Total Programs/Activ./Other	\$49,200	\$25,045	\$6,842	\$31,887	64.8%	\$17,313
	GRAND TOTALS	\$2,289,378	\$1,846,258	\$172,566	\$2,018,825	88.2%	\$270,553

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/1/23	2023-272E	10007-100	Gross MLS	13,015.54	
5/1/23	2023-272E	10007-100	Gross Non MLS	8,237.50	
5/1/23	2023-272E	10007-100	Gross Hourly	14,043.12	
			Gross Smart		
5/1/23	2023-272E	10007-100	Beginnings	1,743.36	
5/1/23	2023-272E	10006-100	ARLS-Payroll		37,039.52
5/4/23	200758	21000-100	Federal Taxes Withheld	2,957.27	
			Social Security Taxes		
5/4/23	200758	22000-100	Withheld	2,833.31	
5/4/23	200758	22000-100	SB Social Security	137.30	
5/4/23	200758	22000-100	ARLS Social Security	2,696.01	
			Medicare Taxes		
5/4/23	200758	23000-100	Withheld	662.65	
5/4/23	200758	23000-100	SB Medicare Taxes	32.11	
5/4/23	200758	23000-100	ARLS Medicare	630.54	
			Electronic Federal Tax		
5/4/23	200758	10006-100	Payment		9,949.19
5/4/23	2013-863	27000-300	EZ Link Withheld	169.73	
5/4/23	2013-863	70460-100	EZ Link Retirement	439.20	
5/4/23	2013-863	10006-100	Treasurer of Virginia		608.93
5/4/23	2013-864	27000-400	EZ Link Voluntary	400.00	
5/4/23	2013-864	10006-100	Treasurer of Virginia		400.00
5/8/23	2013-866	70540-600	SB Life Insurance	64.21	
5/8/23	2013-866	70540-600	SB VRS Retirement	185.92	
5/8/23	2013-866	27000-200	VRS Withheld	2,907.88	
5/8/23	2013-866	70460-100	ARLS VRS Insurance	806.06	
5/8/23	2013-866	70460-100	ARLS VRS Retirement	1,744.19	
5/8/23	2013-866	10006-100	Treasurer of Virginia		5,708.26
			#8299 60 020 0107829		
5/11/23	2023-273E	84100-460	Telephone - Rohoic	64.40	
			#8299 60 020 0107829		
5/11/23	2023-273E	82600-460	Internet - Rohoic	299.29	
			Comcast		
5/11/23	2023-273E	10006-100	Communications		363.69
5/11/23	43629	80460-100	Invoice: 2098864	328.12	
5/11/23	43629	80460-100	Invoice: 2099777	356.35	
5/11/23	43629	80440-100	Invoice: 2099829	236.11	
5/11/23	43629	10006-100	Blackstone Publishing		920.58
5/11/23	43630	80020-100	Invoice: 5018321515	205.06	
5/11/23	43630	80020-100	Invoice: 5018321516	26.15	

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5/11/23	43630	80020-100	Invoice: 5018336820	52.23	
5/11/23	43630	10006-100	Baker & Taylor		283.44
5/11/23	43631	80260-100	Invoice: 81067550	47.98	
5/11/23	43631	80260-100	Invoice: 81120272	191.93	
5/11/23	43631	80260-100	Invoice: 81131146	101.21	
5/11/23	43631	80260-100	Invoice: 81131950	54.73	
5/11/23	43631	80260-100	Invoice: 81131398	94.96	
			Cengage Learning		
5/11/23	43631	10006-100	Inc/Gale		490.81
5/11/23	43632	80210-100	Invoice: 60227841	160.98	
5/11/23	43632	80230-100	Invoice: 60227843	22.40	
5/11/23	43632	80230-100	Invoice: 60227842	5.98	
5/11/23	43632	80230-100	Invoice: 60228398	7.18	
5/11/23	43632	80230-100	Invoice: 60228656	7.18	
5/11/23	43632	80230-100	Invoice: 60228652	22.06	
5/11/23	43632	80015-100	Invoice: 62921872	85.26	
5/11/23	43632	80015-100	Invoice: 62919304	22.44	
5/11/23	43632	80030-100	Invoice: 62921870	142.73	
5/11/23	43632	80030-100	Invoice: 60228653	63.42	
5/11/23	43632	80025-100	Invoice: 62921352	80.82	
5/11/23	43632	80025-100	Invoice: 62919301	113.06	
5/11/23	43632	80210-100	Invoice: 60227839	94.17	
5/11/23	43632	80038-100	Invoice: 62921871	724.00	
5/11/23	43632	80038-100	Invoice: 67598486	195.56	
5/11/23	43632	80200-100	Invoice: 62921356	25.48	
5/11/23	43632	80200-100	Invoice: 60228654	67.54	
5/11/23	43632	80010-100	Invoice: 67598380	116.92	
5/11/23	43632	80010-100	Invoice: 62921353	43.05	
5/11/23	43632	80038-100	Invoice: 62919303	33.33	
5/11/23	43632	80210-100	Invoice: 60228395	33.02	
5/11/23	43632	80230-100	Invoice: 62919300	13.15	
5/11/23	43632	80025-100	Invoice: 62921355	20.50	
5/11/23	43632	80030-100	Invoice: 67598485	76.40	
5/11/23	43632	80030-100	Invoice: 62919302	33.33	
5/11/23	43632	80015-100	Invoice: 67598381	160.68	
5/11/23	43632	80015-100	Invoice: 60228396	47.68	
5/11/23	43632	80015-100	Invoice: 62921354	348.90	
5/11/23	43632	80230-100	Invoice: 60228655	5.98	
5/11/23	43632	80230-100	Invoice: 60228397	23.92	
5/11/23	43632	80230-100	Invoice: 60228394	81.97	
5/11/23	43632	80230-100	Invoice: 60227840	76.78	
5/11/23	43632	80210-100	Invoice: 60232175	179.71	
5/11/23	43632	80230-100	Invoice: 60232174	66.75	
5/11/23	43632	80230-100	Invoice: 60232176	5.98	
5/11/23	43632	80230-100	Invoice: 60232177	5.98	
			Ingram Library		
5/11/23	43632	10006-100	Services		3,214.29

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5/11/23	43633	80410-100	Invoice: 503701968	55.94	
5/11/23	43633	80410-100	Invoice: 503701966	28.72	
5/11/23	43633	80405-100	Invoice: 503701967	34.58	
5/11/23	43633	80410-100	Invoice: 503736857	25.72	
5/11/23	43633	80410-100	Invoice: 503736855	24.22	
5/11/23	43633	80440-100	Invoice: 503736854	198.24	
5/11/23	43633	10006-100	Midwest Tape		367.42
5/11/23	43634	82900-200	Maintenance Copier - Base Charge	16.58	
5/11/23	43634	82900-200	Maintenance Copier- Usage Charge	25.79	
5/11/23	43634	10006-100	Canon Financial Services, Inc.		42.37
5/11/23	43635	83500-420	Rent - Dinwiddie Library	300.00	
5/11/23	43635	83500-440	Rent - McKenney Library	300.00	
5/11/23	43635	83500-460	Rent - Rohoic Library	300.00	
5/11/23	43635	10006-100	County of Dinwiddie Rent - Burrowsville		900.00
5/11/23	43636	83500-480	Library	300.00	
5/11/23	43636	83500-430	Rent - Disputanta Library	150.00	
5/11/23	43636	83500-450	Rent - PG Library	1,200.00	
5/11/23	43636	10006-100	County of Prince George		1,650.00
5/11/23	43637	83810-200	VLA Conference Miles & Meals	125.09	
5/11/23	43637	83810-200	Travel - HQ 4/12/23, 4/13/23	48.78	
5/11/23	43637	83810-200	Hotel - VLA Conference	275.70	
5/11/23	43637	10006-100	Rija Mughal VLA Conference -		449.57
5/11/23	43638	83810-200	Meals	37.30	
5/11/23	43638	85110-100	Tablecloths, Bags, Plates	20.40	
5/11/23	43638	10006-100	Deborah Wright		57.70
5/11/23	43639	83810-200	Travel - HQ - 4/17/23	23.79	
5/11/23	43639	10006-100	Briana Terry		23.79
5/11/23	43640	83810-200	Travel - HQ - 5/3/23	12.22	
5/11/23	43640	10006-100	Michelle Lawhorn		12.22
5/11/23	43641	83810-100	VLPDA Conference Meeting of Library	131.00	
5/11/23	43641	83810-100	Director - 5/2/23	54.54	
5/11/23	43641	10006-100	Brian Manning		185.54

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/11/23	43642	84100-410	Telephone - Carson	123.49	
			Granite		
5/11/23	43642	10006-100	Telecommunications		123.49
			Grounds Maintenance -		
5/11/23	43643	84900-410	Carson	555.75	
			Heaton's Lawn		
5/11/23	43643	10006-100	Maintenance, LLC		555.75
			Rent - Hopewell		
5/11/23	43644	83500-200	Library	3,750.00	
			Inv #9087 Fuel - All		
5/11/23	43644	84300-100	Vehicles	96.35	
			Hopewell City		
5/11/23	43644	10006-100	Treasurer		3,846.35
5/11/23	43645	83700-100	Rubber Mallet	10.99	
			McKay Hardware, Inc.		10.99
5/11/23	43646	84800-200	Janitorial - HQ	4,558.00	
5/11/23	43646	84800-410	Janitorial - Carson	220.00	
5/11/23	43646	84800-420	Janitorial - Dinwiddie	350.00	
5/11/23	43646	84800-430	Janitorial - Disputanta	256.00	
5/11/23	43646	84800-440	Janitorial - McKenney	250.00	
5/11/23	43646	84800-450	Janitorial - PG	1,545.00	
5/11/23	43646	84800-460	Janitorial - Rohoic	220.00	
			Janitorial -		
5/11/23	43646	84800-480	Burrowsville	195.00	
5/11/23	43646	10006-100	MCS Services, Inc.		7,594.00
			Monitoring of Alarms -		
5/11/23	43647	84900-200	HQ	55.00	
			Monitoring of Alarms -		
5/11/23	43647	84900-450	PG	59.00	
			Petersburg Alarm		
5/11/23	43647	10006-100	Company, Inc.		114.00
5/11/23	43648	82600-480	Internet - Burrowsville	219.00	
5/11/23	43648	10006-100	RuralBand		219.00
5/11/23	43649	20500-100	VFHY - 5/3/23	1,950.00	
5/11/23	43649	10006-100	Smart Beginnings		1,950.00
5/11/23	43650	83700-100	Antibacterial Soap	398.52	
5/11/23	43650	10006-100	ULINE		398.52
			2023 TLCU		
5/11/23	43651	83800-200	Conference - C. Farmer	299.00	
			The Library		
5/11/23	43651	10006-100	Corporation		299.00
5/11/23	43652	85200-100	Chair Yoga	80.00	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/11/23	43652	10006-100	Lauren Hannon		80.00
			Travel - Carson -		
5/11/23	43653	83810-410	4/12/23	19.85	
5/11/23	43653	10006-100	Linda April Bradshaw		19.85
			Travel - McKenney -		
5/11/23	43654	83810-440	4/14/23	37.77	
5/11/23	43654	10006-100	Cassandra Bland		37.77
5/11/23	43655	83810-200	Travel - HQ - 4/25/23	24.24	
5/11/23	43655	10006-100	Allen Woods		24.24
			Travel - Dinwiddie -		
5/11/23	43656	83810-420	4/7/23, 4/14/23	67.67	
5/11/23	43656	10006-100	Shelly Curtis		67.67
			Westlaw Proflex - April		
5/11/23	43657	82070-100	2023	508.74	
			Thomson Reuters -		
5/11/23	43657	10006-100	West		508.74
			#8299 60 017 0199525		
5/12/23	2023-274E	82600-200	Internet - HQ	318.53	
			Comcast		
5/12/23	2023-274E	10006-100	Communications		318.53
			#8299 60 017 0205967		
5/12/23	2023-275E	84100-200	Telephone - HQ	537.65	
			#8299 60 017 0205967		
5/12/23	2023-275E	82600-200	Internet - HQ	507.01	
			Comcast		
5/12/23	2023-275E	10006-100	Communications		1,044.66
			#8299 60 020 0356327		
5/12/23	2023-276E	82600-410	Internet - Carson	300.91	
			Comcast		
5/12/23	2023-276E	10006-100	Communications		300.91
			#8299 60 019 0107136		
5/12/23	2023-277E	84100-430	Telephone - Disputanta	62.90	
			#8299 60 019 0107136		
5/12/23	2023-277E	82600-430	Internet - Disputanta	283.28	
			Comcast		
5/12/23	2023-277E	10006-100	Communications		346.18
			#8299 60 019 0106328		
5/12/23	2023-278E	84100-450	Telephone - PG	154.80	

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			#8299 60 019 0106328		
5/12/23	2023-278E	82600-450	Internet - PG	410.44	
			Comcast		
5/12/23	2023-278E	10006-100	Communications		565.24
5/12/23	2023-279E	84000-410	Utilities - Carson	181.39	
			Dominion Energy		
5/12/23	2023-279E	10006-100	Virginia		181.39
			Monthly Billing for		
5/12/23	2023-280E	82450-100	May	2,321.72	
5/12/23	2023-280E	82450-100	Managed Workstations	3,959.01	
5/12/23	2023-280E	82450-100	Cloud Storage	20.88	
5/12/23	2023-280E	82450-100	Internet	160.00	
5/12/23	2023-280E	81210-100	Docking Station	229.80	
5/12/23	2023-280E	10006-100	E-N Computers, Inc.		6,691.41
5/12/23	2023-281E	82600-200	Mobile Internet	16.40	
5/12/23	2023-281E	10006-100	T-Mobile		16.40
5/12/23	2023-282E	20200-400	Truist 5/22/23	2,700.10	
5/12/23	2023-282E	10006-100	Truist		2,700.10
			Quarterly Website		
			Hosting - May to July		
5/12/23	2023-283E	82070-100	2023	150.00	
5/12/23	2023-283E	10006-100	Richweb Inc.		150.00
5/15/23	2023-284E	10007-100	Gross MLS	14,431.58	
5/15/23	2023-284E	10007-100	Gross Non MLS	8,166.31	
5/15/23	2023-284E	10007-100	Gross Hourly	13,810.21	
			Gross Smart		
5/15/23	2023-284E	10007-100	Beginnings	1,743.36	
5/15/23	2023-284E	10006-100	ARLS-Payroll		38,151.46
5/18/23	200759	21000-100	Federal Taxes Withheld	3,242.22	
			Social Security Taxes		
5/18/23	200759	22000-100	Withheld	2,938.55	
5/18/23	200759	22000-100	SB Social Security	137.30	
5/18/23	200759	22000-100	ARLS Social Security	2,801.25	
			Medicare Taxes		
5/18/23	200759	23000-100	Withheld	687.28	
5/18/23	200759	23000-100	SB Medicare Taxes	32.11	
5/18/23	200759	23000-100	ARLS Medicare	655.17	
			Electronic Federal Tax		
5/18/23	200759	10006-100	Payment		10,493.88
5/18/23	2013-868	27000-300	EZ Link Withheld	213.24	
5/18/23	2013-868	70460-100	EZ Link Retirement	482.71	
5/18/23	2013-868	10006-100	Treasurer of Virginia		695.95
5/18/23	2013-869	27000-400	EZ Link Voluntary	400.00	
5/18/23	2013-869	10006-100	Treasurer of Virginia		400.00

Appomattox Reg Library System
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/25/23	2023-285E	70550-600	SB Health Insurance	1,029.00	
5/25/23	2023-285E	70470-100	ARLS Health Insurance	17,307.00	
5/25/23	2023-285E	10006-100	Anthem BlueCross BlueShield		18,336.00
5/25/23	2023-286E	70470-100	Retirees Health Insurance	412.00	
5/25/23	2023-286E	10006-100	Anthem BlueCross BlueShield		412.00
5/25/23	2023-287E	84100-420	#8299 60 020 0108397 Telephone - Dinwiddie	64.40	
5/25/23	2023-287E	82600-420	#8299 60 020 0108397 Internet - Dinwiddie	299.29	
5/25/23	2023-287E	10006-100	Comcast Communications		363.69
5/25/23	2023-288E	84100-460	#8299 60 020 0107829 Telephone - Rohoic	64.40	
5/25/23	2023-288E	82600-440	#8299 60 020 0107829 Internet - Rohoic	299.29	
5/25/23	2023-288E	10006-100	Comcast Communications		363.69
5/25/23	2023-289E	84700-100	Postage	601.00	
5/25/23	2023-289E	10006-100	Purchase Power		601.00
5/25/23	2023-290E	85850-100	Monthly Shredding	74.97	
5/25/23	2023-290E	10006-100	Shred-It USA LLC		74.97
5/25/23	2023-291E	20200-300	Staples 6/6/23	918.88	
5/25/23	2023-291E	10006-100	Staples Credit Plan		918.88
5/25/23	43658	80020-100	Invoice: 5018345509	122.80	
5/25/23	43658	80020-100	Invoice: 5018352341	21.69	
5/25/23	43658	80020-100	Invoice: 5018352340	891.42	
5/25/23	43658	10006-100	Baker & Taylor		1,035.91
5/25/23	43659	80260-100	Invoice: 81195135	62.22	
5/25/23	43659	80260-100	Invoice: 81194616	74.97	
5/25/23	43659	80260-100	Invoice: 81203900	48.73	
5/25/23	43659	10006-100	Cengage Learning Inc/Gale		185.92
5/25/23	43660	80010-100	Invoice: 74582028CM	-26.66	
5/25/23	43660	80025-100	Invoice: 62925820	18.20	
5/25/23	43660	80210-100	Invoice: 62925818	24.78	
5/25/23	43660	80038-100	Invoice: 62925823	240.72	

Appomattox Reg Library System
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/25/23	43660	80030-100	Invoice: 62925822	456.67	
5/25/23	43660	80025-100	Invoice: 62928824	246.00	
5/25/23	43660	80025-100	Invoice: 62925821	47.91	
5/25/23	43660	80200-100	Invoice: 62925825	41.97	
5/25/23	43660	80210-100	Invoice: 62925819	34.12	
5/25/23	43660	80030-100	Invoice: 67604015	12.77	
5/25/23	43660	80030-100	Invoice: 67604016	47.69	
5/25/23	43660	80038-100	Invoice: 67604017	22.22	
5/25/23	43660	80010-100	Invoice: 67604018	73.80	
5/25/23	43660	80210-100	Invoice: 67604019	10.53	
5/25/23	43660	80200-100	Invoice: 60234079	14.98	
5/25/23	43660	80230-100	Invoice: 60234075	35.91	
5/25/23	43660	80030-100	Invoice: 60234077	104.85	
5/25/23	43660	80038-100	Invoice: 60234078	16.17	
5/25/23	43660	80200-100	Invoice: 60234080	19.42	
5/25/23	43660	80210-100	Invoice: 60234076	111.35	
5/25/23	43660	80030-100	Invoice: 62927961	500.18	
5/25/23	43660	80015-100	Invoice: 62927964	133.80	
5/25/23	43660	80210-100	Invoice: 62927959	49.47	
5/25/23	43660	80010-100	Invoice: 62927963	440.11	
5/25/23	43660	80200-100	Invoice: 62927965	52.46	
5/25/23	43660	80030-100	Invoice: 62927960	104.85	
5/25/23	43660	80038-100	Invoice: 62927962	159.72	
5/25/23	43660	80210-100	Invoice: 62927957	12.78	
5/25/23	43660	80210-100	Invoice: 62927958	40.72	
5/25/23	43660	80025-100	Invoice: 62928882	508.58	
5/25/23	43660	80030-100	Invoice: 62928883	198.36	
5/25/23	43660	80210-100	Invoice: 62928880	42.68	
5/25/23	43660	80030-100	Invoice: 62928884	68.28	
5/25/23	43660	80200-100	Invoice: 62928886	23.98	
5/25/23	43660	80210-100	Invoice: 62928881	20.34	
5/25/23	43660	80038-100	Invoice: 62928885	21.14	
5/25/23	43660	80200-100	Invoice: 60237070	53.96	
5/25/23	43660	80210-100	Invoice: 60237066	66.39	
5/25/23	43660	80230-100	Invoice: 60237065	73.29	
5/25/23	43660	80230-100	Invoice: 60237067	21.58	
5/25/23	43660	80025-100	Invoice: 60237068	64.43	
5/25/23	43660	80030-100	Invoice: 60237069	7.01	
			Ingram Library		
5/25/23	43660	10006-100	Services		4,217.51
5/25/23	43661	80410-100	Invoice: 503764804	93.66	
5/25/23	43661	80440-100	Invoice: 503764803	49.58	
5/25/23	43661	80410-100	Invoice: 503764807	42.72	
5/25/23	43661	80440-100	Invoice: 503764808	319.74	
5/25/23	43661	80405-100	Invoice: 503764806	496.00	
5/25/23	43661	80410-100	Invoice: 503802412	188.82	
5/25/23	43661	80440-100	Invoice: 503802414	406.44	
5/25/23	43661	80405-100	Invoice: 503802413	715.07	

Appomattox Reg Library System
Cash Disbursements Journal

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

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

<u>Date</u>	<u>Check #</u>	<u>Account ID</u>	<u>Line Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
5/25/23	43661	10006-100	Midwest Tape		2,312.03
5/25/23	43662	82070-100	Volunteer Annual Subscription - 7/1/23	264.00	
5/25/23	43662	10006-100	Better Impact USA, Inc.		264.00
5/25/23	43663	83810-440	Travel - McKenney 5/12/23, 5/17/23	48.88	
5/25/23	43663	10006-100	Cassandra Bland		48.88
5/25/23	43664	83810-440	Travel - McKenney - 5/12/23	40.40	
5/25/23	43664	10006-100	Lori Booth		40.40
5/25/23	43665	83810-410	Travel - Carson - 5/10/23	17.17	
5/25/23	43665	10006-100	Alyssa Noe		17.17
5/25/23	43666	83810-420	Travel - Dinwiddie - 5/5/23, 5/12/23	68.23	
5/25/23	43666	10006-100	Shelly Curtis		68.23
5/25/23	43667	83700-100	Vinyl for Disc Golf Sets	17.88	
5/25/23	43667	10006-100	Megan Ranes		17.88
5/25/23	43668	85010-100	Snacks, Craft Supplies	122.09	
5/25/23	43668	10006-100	Sarah Finch		122.09
5/25/23	43669	85000-100	Petting Zoo 6/7/23	465.00	
5/25/23	43669	10006-100	Flat Creek Farm		465.00
5/25/23	43670	85200-100	Yoga at PG	160.00	
5/25/23	43670	10006-100	Sharon Jadrnak		160.00
5/25/23	43671	85800-100	Copyright Compliance License 6/13/23 - 6/12/24	927.00	
5/25/23	43671	10006-100	Swank Movie Licensing USA		927.00
5/25/23	43672	83700-100	Floor Standing Sign Holder, Inserts	351.41	
5/25/23	43672	10006-100	ULINE		351.41
5/25/23	43673	80300-200	Dinwiddie Monitor - HQ	74.00	
5/25/23	43673	10006-100	Womack Publishing Company, Inc.		74.00
5/25/23	43674	85200-100	Chair Yoga - 5/17/23, 5/24/23	80.00	
5/25/23	43674	10006-100	Lauren Hannon		80.00
5/25/23	43675	83810-200	Travel - HQ - 5/10/23, 5/11/23	31.56	
5/25/23	43675	10006-100	Rija Mughal		31.56
5/30/23	2023-292E	10007-100	Gross MLS	14,156.78	
5/30/23	2023-292E	10007-100	Gross Non MLS	8,407.58	
5/30/23	2023-292E	10007-100	Gross Hourly	13,076.38	

Appomattox Reg Library System
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/30/23	2023-292E	10007-100	Gross Smart Beginnings	1,752.95	
5/30/23	2023-292E	10006-100	ARLS-Payroll		37,393.69
	Total			209,455.71	209,455.71

Appomattox Reg Library System

Truist CK #2023-282E

5/12/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/29/23	Amazon 9475	81210-200	USB DVD Drive for Laptop	32.99	
3/29/23	Amazon 9475	20200-400	Amazon.com		32.99
3/30/23	Hotel 9479	83810-100	Hotel - VPLDA Conference	109.76	
3/30/23	Hotel 9479	20200-400	Hotel 24 South		109.76
3/31/23	Google 3/31/23	82020-100	Google E-Mail	390.00	
3/31/23	Google 3/31/23	20200-400	Google		390.00
3/31/23	Read 3/31/23	80210-100	Adult Fiction - SO	27.36	
3/31/23	Read 3/31/23	20200-400	Reader Service		27.36
3/31/23	Timberwood 9479	83810-100	Lunch - VPLDA	21.00	
3/31/23	Timberwood 9479	20200-400	Timberwood Tap House		21.00
4/1/23	Amazon 4/1/23	80020-100	Adult Non-Fiction	18.99	
4/1/23	Amazon 4/1/23	20200-400	Amazon.com		18.99
4/1/23	Amazon 9495	81210-100	Wireless Mouses	198.40	
4/1/23	Amazon 9495	20200-400	Amazon.com		198.40
4/1/23	Colonial 9490	84900-200	Open Locked Locker	90.00	
4/1/23	Colonial 9490	20200-400	Colonial Lock & Key		90.00
4/3/23	Amazon 4/3/23	85110-100	Beads, Scissors, Wipes,Macrame	92.35	
4/3/23	Amazon 4/3/23	20200-400	Amazon.com		92.35
4/4/23	Amazon 4/4/23.1	80020-100	Adult Non-Fiction	9.79	
4/4/23	Amazon 4/4/23.1	20200-400	Amazon.com		9.79
4/7/23	Amazon 4/7/23	80020-100	Adult Non-Fiction	23.95	
4/7/23	Amazon 4/7/23	20200-400	Amazon.com		23.95
4/10/23	Amazon 9486	85210-100	Disc Golf Set	227.40	
4/10/23	Amazon 9486	20200-400	Amazon.com		227.40
4/10/23	Amazon 9487	85110-100	Watercolors, Tape, Window Film	119.51	
4/10/23	Amazon 9487	20200-400	Amazon.com		119.51
4/11/23	Amazon 4/11/23.1	80020-100	Adult Non-Fiction	41.98	
4/11/23	Amazon 4/11/23.1	20200-400	Amazon.com		41.98
4/12/23	Amazon 4/12/23	80020-100	Adult Non-Fiction	9.99	
4/12/23	Amazon 4/12/23	20200-400	Amazon.com		9.99
4/12/23	Grab 9521	84300-100	Fuel - Van	59.70	
4/12/23	Grab 9521	20200-400	Grab & Go		59.70
4/13/23		82000-100	Software Licenses	29.99	
4/13/23		20200-400	Adobe Indesign		29.99
4/13/23	Indeed 9483	84400-100	Librarian Ad	82.00	
4/13/23	Indeed 9483	20200-400	indeed.com		82.00
4/14/23	Amazon 4/14/23	80020-100	Adult Non-Fiction	29.99	
4/14/23	Amazon 4/14/23	20200-400	Amazon.com		29.99
4/14/23	Read 4/14/23.1	80210-100	Adult Fiction - SO	42.60	
4/14/23	Read 4/14/23.1	20200-400	Reader Service		42.60
4/14/23	Read 4/14/23.2	80210-100	Adult Fiction - SO	35.12	
4/14/23	Read 4/14/23.2	20200-400	Reader Service		35.12
4/14/23	Read 4/14/23.3	80210-100	Adult Fiction - SO	18.56	
4/14/23	Read 4/14/23.3	20200-400	Reader Service		18.56

Appomattox Reg Library System

Truist CK #2023-282E

5/12/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/17/23	Amazon 9496	81100-200	Shleving for Delivery Room	339.98	
4/17/23	Amazon 9496	20200-400	Amazon.com		339.98
4/17/23	Amazon 9497	81100-200	Microwave Cart - HQ	38.58	
4/17/23	Amazon 9497	20200-400	Amazon.com		38.58
4/18/23	Amazon 4/18/23	80015-100	Young Adult-Fiction	39.98	
4/18/23	Amazon 4/18/23	20200-400	Amazon.com		39.98
4/18/23	Amazon 9499	85210-100	Heat Transfer Vinyl	10.88	
4/18/23	Amazon 9499	20200-400	Amazon.com		10.88
4/18/23	Amazon 9502	83700-100	Gloves, Legal Pads	79.86	
4/18/23	Amazon 9502	20200-400	Amazon.com		79.86
4/18/23	Panera 9500	85800-100	Snacks for Branch Meeting	63.68	
4/18/23	Panera 9500	20200-400	Panera Bread		63.68
4/19/23	Route 9503	85800-100	Lunch April Board Meeting	38.93	
4/19/23	Route 9503	20200-400	Route 1 County Store		38.93
4/19/23	Target 9504	85110-100	Toothbrushes, Paper Plates	21.06	
4/19/23	Target 9504	20200-400	Target		21.06
4/20/23	Amazon 4/20/23R	80015-100	Young Adult-Fiction		-0.44
4/20/23	Amazon 4/20/23R	20200-400	Amazon.com	-0.44	
4/23/23	Amazon 4/23/23	80020-100	Adult Non-Fiction	71.39	
4/23/23	Amazon 4/23/23	20200-400	Amazon.com		71.39
4/24/23	Amazon 4/24/23.1	80015-100	Young Adult-Fiction	12.98	
4/24/23	Amazon 4/24/23.1	20200-400	Amazon.com		12.98
4/24/23	Amazon 4/24/23.2	80015-100	Young Adult-Fiction	12.98	
4/24/23	Amazon 4/24/23.2	20200-400	Amazon.com		12.98
4/24/23	Amazon 9505	85110-100	Paint, Balls, Food Coloring	57.04	
4/24/23	Amazon 9505	20200-400	Amazon.com		57.04
4/24/23	Hobby 9504	85110-100	Crafts	17.47	
4/24/23	Hobby 9504	20200-400	Hobby Lobby		17.47
4/25/23	Amazon 4/25/23	80010-100	Y/S Non Fiction	57.00	
4/25/23	Amazon 4/25/23	20200-400	Amazon.com		57.00
4/25/23	Amazon 4/25/23.1	80020-100	Adult Non-Fiction	43.98	
4/25/23	Amazon 4/25/23.1	20200-400	Amazon.com		43.98
4/25/23	Amazon 4/25/23.2	80038-100	Juvenile Fiction	28.17	
4/25/23	Amazon 4/25/23.2	20200-400	Amazon.com		28.17
4/25/23	Amazon 4/25/23.3	80020-100	Adult Non-Fiction	28.05	
4/25/23	Amazon 4/25/23.3	20200-400	Amazon.com		28.05
4/25/23	Amazon 9497R	81100-200	Return - Cart		-38.58
4/25/23	Amazon 9497R	20200-400	Amazon.com	-38.58	
4/26/23	Amazon 4/26/23.1	80025-100	Adult Fiction	25.70	
4/26/23	Amazon 4/26/23.1	80015-100	Young Adult-Fiction	39.98	
4/26/23	Amazon 4/26/23.1	20200-400	Amazon.com		65.68
Total				2,700.10	2,700.10

Appomattox Reg Library System

Truist CK #2023-282E

5/12/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
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Appomattox Reg Library System
 Staples CK #2023-291E
 5/25/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/13/23	Staples 9494	83700-100	Paper Clips, Paper, Ink, Label	582.74	
4/13/23	Staples 9494	20200-300	Staples, Inc.		582.74
4/17/23	Staples 9498	84810-100	Trash Bags	140.98	
4/17/23	Staples 9498	83700-100	Paper, Hanging Dtrips, Sliders	127.30	
4/17/23	Staples 9498	20200-300	Staples, Inc.		268.28
5/1/23	Staples 9515	84810-100	Gloves, Lysol Cleaner	67.86	
5/1/23	Staples 9515	20200-300	Staples, Inc.		67.86
	Total			918.88	918.88

Smart Beginnings Report
July 1, 2022 to May 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		
4/17/2023	Payment from SB		6041.03	
4/30/2023	April Salary & Benefits	6,041.03		
5/15/2023	Payment from SB		6041.03	
5/31/2023	May Salary & Benefits	6,041.03		
5/31/2023	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

Community Engagement

05/24/23	Hopewell Downtown Partnership Economic Vitality Committee
05/31/23	Charles Bennett Presentation to the Downtown Partnership
06/05/23	RAFT Committee Meeting