

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

March 21, 2023

Disputanta Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

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

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Improvements at the Prince George Library
- R3.** Presentation to the Dinwiddie County Supervisors
- R4.** Summer Reading Program Update
- R5.** Ending of Fines and Fees as a Trend in Libraries

Committee Reports:

New Business:

Unfinished Business:

Consideration of the library's fine policy

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

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

Call to Order: Chairman William Thomas called the meeting to order at 1 p.m. at the Prince George Library located at 6605 Courts Dr., Prince George County.

Trustees present: Chairman William Thomas, Amanda Binford, (PG), Angela Bennett (PG) David Harless (H), Randi Hawkins (D), Sandra Ruffin (D)

Trustees absent: Susan Eliades (H), Larry Pankey (H)

Staff present: Brian Manning, Briana Terry

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

Approval of consent agenda: The Director responded to several questions concerning the statistical and financial reports and bills for review. Mr. Harless moved to accept the consent agenda with the secretary's addition of a statement added to Item R4 of the minutes (The purpose was for "fine forgiveness" in exchange for support of the counties' food closets/banks); Ms. Bennett seconded; the motion was carried.

Communications: None

Citizen comments: None

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

R1. Staff update – Ms. Rappe-Epperson, Digital Services Librarian, has taken a position at the Enon Library in Chesterfield County; the position is being advertised. One librarian application received; three applications received for the Youth Services Assistant part-time position and staff beginning to set up for interviews.

A Trustee position representing Dinwiddie County remains open.

The Director added one additional item regarding the HVAC system in Hopewell. The unit is now being installed.

R2. January food for Fine forgiveness – The project resulted with "fine forgiveness" in exchange for community support of 656.8 pounds of food items collected and evenly distributed to the respective food closets/banks in each district. The project was well received and supported by the communities.

R3. The VEC workforce services workshops/hiring events -- On March 8 at the Prince George Library, Brightpoint Community College will host workshops on being career ready and getting training at Brightpoint for job openings in a new pharmaceutical company in the area. In June, a job fair will be hosted. ARLS is helping the community members connect to employers to strengthen the area's workforce.

R4. Update on revenue for upcoming fiscal year – The General Assembly is providing increased support to state libraries; moved to 90th percentile for getting E-rate funds. Anticipate receiving a higher amount in state aid than amount budgeted. This amount will help with the purchase of computer servers. Servers are functional but no longer supported.

R5. Ending of fines and fees as a trend in libraries – Study shows that patrons stop coming to the library when they have accumulated fines/fees. Some patrons cannot afford the cost. Libraries are considering fine/free policies to keep patrons coming. The ARLS has the potential of collecting \$9,000 in revenue from fines; \$4,580 has been collected. The Director reported that the system can afford not to receive this amount. The ARLS's focus is getting patrons to return to the library. Variations of “fine free” systems:

- Waive everything or forgive all (most extreme)
- Waive fines only on juvenile materials
- Waive fines, but charge for lost or damaged items

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. ARLS does not circulate laptops.

Proposed change in policy is effective July 1, 2023.

Committee reports: None

New Business: Consideration of the library's fine policy. Mr. Harless moved to accept the Director's proposal of “fine free” but bill patrons for lost or damaged items; Ms. Binford seconded. Mr. Thomas requested to table the motion for the next meeting.

Unfinished business: None

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

The next meeting will be held on March 21, 2023, at 1 p.m. at the Disputanta Library.

Sandra E. Ruffin, Ed.D., Secretary

Statistical Report
March 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 by Month		CHANGE FROM 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	329					2,315		-6%	-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	663					5,768		-9%	-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	1,542					11,867		16%	6%
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					3,837		-27%	-9%
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					65,545		3%	1%

**Statistical Report
March 21, 2023**

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	% of Chg & Change by Month from	
															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	971					8,365	63%	67%
Prince George	FY19	5,424	5,353	4,122	4,518	4,259	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					34,814	24%	36%
Rohoit	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					7,664	36%	40%
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	1,859	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					15,028	-1%	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	18,474	0	0	0	0	155,203	9%	11%

Statistical Report
March 21, 2023

PATRON VISITS	FY2023												TOTAL	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Burrowsville	114	133	82	99	108	99	122	111	0	0	0	0	0	868
Carson Depot	203	203	181	171	109	113	172	172	0	0	0	0	0	1,324
Dinwiddie	502	519	457	481	366	384	463	541	0	0	0	0	0	3,713
Disputanta	113	164	183	143	132	115	155	129	0	0	0	0	0	1,134
Hopewell	11,002	12,138	11,701	11,458	8,597	11,003	11,341	17,712	0	0	0	0	0	94,952
Mckeeney	241	258	298	299	202	225	276	344	0	0	0	0	0	2,143
Prince George	4,879	4,174	4,265	3,350	1,408	2,896	3,865	3,795	0	0	0	0	0	28,632
Roholic	310	317	323	371	254	326	414	490	0	0	0	0	0	2,805
TOTAL	17,364	17,906	17,490	16,372	11,176	15,161	16,808	23,294	0	0	0	0	0	135,571
MISC TRANSACTIONS													TOTAL	
Meetings	165	159	140	129	98	109	141	141	0	0	0	0	0	1,082
Meeting Room Users	513	724	1,058	1,054	686	1,097	967	865	0	0	0	0	0	6,964
Book Group **	12	17	12	13	13	0	13	13	0	0	0	0	0	93
Adult Program **	608	336	262	301	249	146	393	197	0	0	0	0	0	2,492
Non-SRP Child Program**	0	0	338	795	722	3,286	642	692	0	0	0	0	0	6,475
Non-SRP Teen Program	0	0	123	96	83	83	111	101	0	0	0	0	0	597
Storytime**	357	202	337	337	119	165	302	426	0	0	0	0	0	2,245
SRP Child**	2,087	1,555	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	374
Community Outreach	3,705	1,130	1,003	2,401	187	87	12	0	0	0	0	0	0	8,525
Database Usage	486	417	503	2,269	2,320	2,718	3,617	3,799	0	0	0	0	0	16,129
TOTALS	8,119	4,728	3,776	7,395	4,477	7,691	6,198	6,234	0	0	0	0	0	48,618

**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	29	0	0	0	0	216
Carson Depot	5	11	9	5	2	7	7	1	0	0	0	0	47
Dinwiddie	131	112	91	112	82	73	96	109	0	0	0	0	806
Disputanta	70	77	57	62	46	37	62	67	0	0	0	0	478
Hopewell	872	1,021	829	837	601	906	1,033	1,142	0	0	0	0	7,241
Mckenney	181	211	233	138	156	158	134	137	0	0	0	0	1,348
Prince George	796	672	605	583	490	500	609	611	0	0	0	0	4,866
Rohoic	76	59	61	116	73	76	81	127	0	0	0	0	669
TOTALS	2,158	2,187	1,912	1,869	1,470	1,790	2,062	2,223	0	0	0	0	15,671
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	0	0	0	0	40
WIFI	0	1	5	1	6	0	1	7	0	0	0	0	21
Carson Depot Workstation	64	64	13	32	35	7	40	54	0	0	0	0	309
WIFI	7	6	12	5	13	2	4	11	0	0	0	0	60
Dinwiddie Workstation	58	56	50	40	40	35	47	51	0	0	0	0	377
WIFI	22	10	9	10	40	8	12	38	0	0	0	0	149
Disputanta Workstation	11	49	52	45	45	49	45	34	0	0	0	0	330
WIFI	48	55	50	61	87	37	39	56	0	0	0	0	433
Hopewell Workstation	1,536	1,696	1,537	1,347	1,105	1,285	1,332	1,307	0	0	0	0	11,145
WIFI	374	409	428	353	377	300	404	521	0	0	0	0	3,166
Mckenney Workstation	46	43	55	40	41	52	42	31	0	0	0	0	350
WIFI	25	32	36	16	42	13	20	43	0	0	0	0	227
Prince George Workstation	444	387	369	344	291	312	350	353	0	0	0	0	2,850
WIFI	104	132	163	138	179	100	117	159	0	0	0	0	1,092
Rohoic Workstation	29	42	30	22	17	21	18	23	0	0	0	0	202
WIFI	12	6	8	9	27	7	14	34	0	0	0	0	117
TOTALS	2,794	2,991	2,819	2,465	2,346	2,232	2,497	2,724	0	0	0	0	20,868

Wireless Printing

195 222 180 394 502 208 421 184

2,306

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

fund#	Revenue 02/28/23	FY2023 Adopted	Receipts to		Total Receipts	Percentage Received	Balance Due
			Previous Month	Monthly Receipts - 02/23			
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	\$337,704	\$168,852	\$506,555	75.0%	\$168,852
103	Dinwiddie	\$323,072	\$242,304	\$0	\$242,304	75.0%	\$80,768
104	Prince George	\$645,631	\$484,223	\$0	\$484,223	75.0%	\$161,408
105	State Funds	\$453,235	\$387,835	\$0	\$387,835	85.6%	\$65,400
106	Fines/Fees/Lost	\$9,000	\$4,420	\$524	\$4,944	54.9%	\$4,056
107	Copying/Fax Receipts	\$25,000	\$13,574	\$2,013	\$15,587	62.3%	\$9,413
108	Endowment Funds	\$21,000	\$22,328	\$0	\$22,328	106.3%	(\$1,328)
109	E-Rate Refunds	\$16,000	\$60,518	\$1,183	\$61,700	385.6%	(\$45,700)
110	Gifts/Donations	\$1,000	\$713	\$0	\$713	71.3%	\$288
111	Grants	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
112	Other	\$1,100	\$1,431	\$36	\$1,467	133.4%	(\$367)
TOTALS		\$2,291,445	\$1,555,049	\$172,607	\$1,727,656	75.4%	\$563,789

Fund#	EXPENSES 02/28/2023	FY23	TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
		Adopted Budget	PREVIOUS MONTH	EXPENSES - 02/2023	02/28/23	SPENT	
	Personnel						
200	MILS Salaries & Wages	\$496,209	\$287,427	\$40,605	\$328,032	66.1%	\$168,177
201	Non-MILS Salary & Wages	\$662,055	\$350,975	\$50,425	\$401,400	60.6%	\$260,655
202	Benefits for Staff/Retirees	\$332,464	\$188,122	\$27,316	\$215,438	64.8%	\$117,026
	Total Personnel	\$1,490,728	\$826,525	\$118,346	\$944,871	63.4%	\$545,857
	Books & Materials						
300	Books	\$105,000	\$57,707	\$11,341	\$69,047	65.8%	\$35,953
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$15,407	\$2,280	\$17,686	59.0%	\$12,314
303	Print News & Periodicals	\$10,000	\$7,675	\$671	\$8,346	83.5%	\$1,654
304	Audiovisual Materials	\$25,000	\$14,795	\$2,387	\$17,182	68.7%	\$7,818
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	\$128,144	\$16,678	\$144,822	65.4%	\$76,678
	Capital Expenditures						
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$20,000	\$17,758	\$691	\$18,448	92.2%	\$1,552
401	Computer Hardware	\$50,000	\$22,273	\$0	\$22,273	44.5%	\$27,727
	Total Capital Expenditures	\$70,000	\$40,030	\$691	\$40,721	58.2%	\$29,279
	Contractual						
500	Lyrasis ILL Services	\$3,100	\$3,297	\$0	\$3,297	106.4%	(\$197)
	Software & Web Based App.						
501	Licensing Contracts	\$40,000	\$25,748	\$6,497	\$32,245	80.6%	\$7,755
502	Audit	\$20,000	\$0	\$6,190	\$6,190	31.0%	\$13,810
503	Cataloging MARC Records	\$3,000	\$2,455	\$0	\$2,455	81.8%	\$545
505	Computer Support/Service Calls	\$70,000	\$51,660	\$6,262	\$57,922	82.7%	\$12,078

Fund#	EXPENSES 02/28/2023	FY23	TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
		Adopted Budget	PREVIOUS MONTH	EXPENSES - 02/2023	02/28/23	SPENT	
507	Telecomm Internet Line Charges	\$35,000	\$23,525	\$3,053	\$26,578	75.9%	\$8,422
508	Printing and Publications	\$4,200	\$2,927	\$258	\$3,185	75.8%	\$1,015
	Total Contractual	\$175,300	\$109,612	\$22,260	\$131,872	75.2%	\$43,428
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$3,475	\$23	\$3,498	50.0%	\$3,502
601	TLC Maintenance Contract	\$17,000	\$16,492	\$0	\$16,492	97.0%	\$508
602	Facilities and Rent	\$76,650	\$44,100	\$6,300	\$50,400	65.8%	\$26,250
603	Supplies	\$25,000	\$10,432	\$3,940	\$14,372	57.5%	\$10,628
604	Travel / Workshops /Conf. Fees	\$5,000	\$2,877	\$85	\$2,962	59.2%	\$2,038
605	Training / Education	\$2,000	\$864	\$0	\$864	43.2%	\$1,136
606	Utilities	\$3,750	\$1,798	\$409	\$2,207	58.9%	\$1,543
607	Telephone (Voice)	\$13,000	\$7,795	\$1,112	\$8,907	68.5%	\$4,093
608	Insurance	\$12,750	\$469	\$0	\$469	3.7%	\$12,281
609	Vehicle Maintenance & Fuel	\$5,000	\$2,106	\$158	\$2,264	45.3%	\$2,736
610	Job & Contracting Advertising	\$1,000	\$1,659	\$14	\$1,673	167.3%	(\$673)
611	Promotional Advertising	\$2,000	\$1,175	\$0	\$1,175	58.7%	\$825
612	Organization/Association Dues	\$3,500	\$1,477	\$1,464	\$2,941	84.0%	\$559
613	Postage	\$5,500	\$2,948	\$104	\$3,052	55.5%	\$2,448
614	Janitorial	\$94,000	\$53,562	\$7,693	\$61,255	65.2%	\$32,745
615	Other Building Maintenance	\$9,500	\$5,332	\$1,059	\$6,391	67.3%	\$3,109
	Total	\$282,650	\$156,562	\$22,361	\$178,923	63.3%	\$103,727
	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	\$2,830	\$404	\$3,234	71.9%	\$1,266
703	Adult Programming & Supplies	\$8,000	\$2,415	\$284	\$2,699	33.7%	\$5,301

Fund#	EXPENSES 02/28/2023	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 02/2023	TOTAL EXPENSES 02/28/23	PERCENTAGE SPENT	BALANCE
704	Local History Collection/Progs.	\$0	\$350	\$0	\$350		(\$350)
705	Reserve	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
709	Misc. Professional Serv. & Other	\$9,700	\$11,283	\$681	\$11,964	123.3%	(\$2,264)
	Total Programs/Activ./Other	\$49,200	\$16,879	\$1,689	\$18,568	37.7%	\$30,632

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<u>Date</u>	<u>Check #</u>	<u>Account ID</u>	<u>Line Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
2/9/23	200752	21000-100	Federal Taxes Withheld	3,225.95	
			Social Security Taxes		
2/9/23	200752	22000-100	Withheld	2,892.43	
2/9/23	200752	22000-100	SB Social Security	137.30	
2/9/23	200752	22000-100	ARLS Social Security	2,755.13	
			Medicare Taxes		
2/9/23	200752	23000-100	Withheld	676.47	
2/9/23	200752	23000-100	SB Medicare Taxes	32.11	
2/9/23	200752	23000-100	ARLS Medicare	644.36	
			Electronic Federal Tax		
2/9/23	200752	10006-100	Payment		10,363.75
2/23/23	200753	21000-100	Federal Taxes Withheld	3,365.25	
			Social Security Taxes		
2/23/23	200753	22000-100	Withheld	3,046.55	
2/23/23	200753	22000-100	SB Social Security	137.30	
2/23/23	200753	22000-100	ARLS Social Security	2,909.25	
			Medicare Taxes		
2/23/23	200753	23000-100	Withheld	712.52	
2/23/23	200753	23000-100	SB Medicare Taxes	32.11	
2/23/23	200753	23000-100	ARLS Medicare	680.41	
			Electronic Federal Tax		
2/23/23	200753	10006-100	Payment		10,883.39
2/7/23	2013-829	70540-600	SB Life Insurance	64.21	
2/7/23	2013-829	70540-600	SB VRS Retirement	185.92	
2/7/23	2013-829	27000-200	VRS Withheld	3,128.90	
2/7/23	2013-829	70460-100	ARLS VRS Insurance	865.29	
2/7/23	2013-829	70460-100	ARLS VRS Retirement	1,915.70	
2/7/23	2013-829	10006-100	Treasurer of Virginia		6,160.02
2/9/23	2013-831	27000-300	EZ Link Withheld	169.73	
2/9/23	2013-831	70460-100	EZ Link Retirement	439.20	
2/9/23	2013-831	10006-100	Treasurer of Virginia		608.93
2/9/23	2013-832	27000-400	EZ Link Voluntary	400.00	
2/9/23	2013-832	10006-100	Treasurer of Virginia		400.00
2/23/23	2013-835	27000-300	EZ Link Withheld	169.73	
2/23/23	2013-835	70460-100	EZ Link Retirement	439.20	
2/23/23	2013-835	10006-100	Treasurer of Virginia		608.93
			#8299 60 021 0013348		
2/2/23	2023-194E	84100-440	Telephone - McKenney	94.85	
			#8299 60 021 0013348		
2/2/23	2023-194E	82600-440	Internet - McKenney	401.94	
			Comcast		
2/2/23	2023-194E	10006-100	Communications		496.79

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2/2/23	2023-195E	84100-430	#8299 60 019 0107136 Telephone - Disputanta	62.90	
2/2/23	2023-195E	82600-430	#8299 60 019 0107136 Internet - Disputanta	283.50	
2/2/23	2023-195E	10006-100	Comcast Communications		346.40
2/2/23	2023-196E	83700-100	Tape, Label Protectors, Jackets	502.13	
2/2/23	2023-196E	10006-100	DEMCO, Inc.		502.13
2/2/23	2023-197E	84000-410	Utilities - Carson Dominion Energy	314.73	
2/2/23	2023-197E	10006-100	Virginia		314.73
2/2/23	2023-198E	81100-200	Docking Station	229.79	
2/2/23	2023-198E	10006-100	E-N Computers, Inc. Quarterly Website		229.79
2/2/23	2023-199E	82070-100	Hosting	150.00	
2/2/23	2023-199E	10006-100	Richweb Inc.		150.00
2/2/23	2023-200E	20200-200	Sam's 2/8/23	289.08	
2/2/23	2023-200E	10006-100	Sam's Club Direct		289.08
2/2/23	2023-201E	84100-480	Telephone - Burrowsville	16.58	
2/2/23	2023-201E	10006-100	Verizon		16.58
2/6/23	2023-202E	10007-100	Gross MLS	14,558.31	
2/6/23	2023-202E	10007-100	Gross Non MLS	7,919.94	
2/6/23	2023-202E	10007-100	Gross Hourly	13,337.84	
2/6/23	2023-202E	10007-100	Gross Smart Beginnings	1,738.65	
2/6/23	2023-202E	10006-100	ARLS-Payroll		37,554.74
2/16/23	2023-203E	84000-200	Utilities - HQ	31.56	
2/16/23	2023-203E	84000-410	Utilities - Carson	31.56	
2/16/23	2023-203E	84000-480	Utilities - Burrowsville	31.57	
2/16/23	2023-203E	10006-100	Diamond Springs		94.69
2/16/23	2023-204E	70550-600	SB Health Insurance	1,029.00	
2/16/23	2023-204E	70470-100	ARLS Health Insurance Health Insurance	16,464.00	
2/16/23	2023-204E	25000-100	Withheld	875.00	
2/16/23	2023-204E	10006-100	Anthem BlueCross BlueShield		18,368.00
2/16/23	2023-205E	70470-100	Retirees Health Insurance	412.00	
2/16/23	2023-205E	10006-100	Anthem BlueCross BlueShield		412.00
2/16/23	2023-206E	82600-200	#8299 60 017 0199525 Internet - HQ	318.53	

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2/16/23	2023-206E	10006-100	Comcast Communications		318.53
2/16/23	2023-207E	84100-420	#8299 60 020 0108397 Telephone - Dinwiddie	64.40	
2/16/23	2023-207E	82600-420	#8299 60 020 0108397 Internet - Dinwiddie	299.55	
2/16/23	2023-207E	10006-100	Comcast Communications		363.95
2/16/23	2023-208E	84100-460	#8299 60 020 0107829 Telephone - Rohoic	64.40	
2/16/23	2023-208E	82600-460	#8299 60 020 0107829 Internet - Rohoic	299.55	
2/16/23	2023-208E	10006-100	Comcast Communications		363.95
2/16/23	2023-209E	84100-200	#8299 60 017 0205967 Telephone - HQ	537.65	
2/16/23	2023-209E	82600-200	#8299 60 017 0205967 Internet - HQ	509.30	
2/16/23	2023-209E	10006-100	Comcast Communications		1,046.95
2/16/23	2023-210E	84100-450	#8299 60 019 0106328 Telephone - PG	154.80	
2/16/23	2023-210E	82600-450	#8299 60 019 0106328 Internet - PG	410.78	
2/16/23	2023-210E	10006-100	Comcast Communications		565.58
2/16/23	2023-211E	82600-410	#8299 60 020 0356327 Internet - Carson	300.91	
2/16/23	2023-211E	10006-100	Comcast Communications		300.91
2/16/23	2023-212E	82450-100	Monthly Billing for February	2,321.72	
2/16/23	2023-212E	82450-100	Managed Workstations	3,759.06	
2/16/23	2023-212E	82450-100	WSB-STR-HCS-C100- MON	20.88	
2/16/23	2023-212E	82450-100	Internet	160.00	
2/16/23	2023-212E	10006-100	E-N Computers, Inc.		6,261.66
2/16/23	2023-213E	20200-300	Staples 3/7/23	367.89	
2/16/23	2023-213E	10006-100	Staples Credit Plan		367.89

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2/16/23	2023-214E	82070-100	Westlaw Proflex - January	508.74	
2/16/23	2023-214E	10006-100	Thomson Reuters - West		508.74
2/16/23	2023-215E	82600-200	Mobile Internet	9.71	
2/16/23	2023-215E	10006-100	T-Mobile		9.71
2/16/23	2023-216E	20200-400	Truist 2/21/23	1,935.79	
2/16/23	2023-216E	10006-100	Truist		1,935.79
2/21/23	2023-217E	10007-100	Gross MLS	16,583.33	
2/21/23	2023-217E	10007-100	Gross Non MLS	7,950.41	
2/21/23	2023-217E	10007-100	Gross Hourly	13,434.16	
2/21/23	2023-217E	10007-100	Gross Smart Beginnings	1,743.36	
2/21/23	2023-217E	10006-100	ARLS-Payroll		39,711.26
2/23/23	2023-218E	85850-100	Monthly Shredding	149.97	
2/23/23	2023-218E	10006-100	Shred-It USA LLC		149.97
2/2/23	43518	80020-100	Invoice: 5018106857.1	50.37	
2/2/23	43518	80020-100	Invoice: 5018151170	307.32	
2/2/23	43518	80020-100	Invoice: 5018153281	1,062.35	
2/2/23	43518	80250-100	Invoice: 5018162852	12.29	
2/2/23	43518	10006-100	Baker & Taylor		1,432.33
2/2/23	43519	80260-100	Invoice: 80178492	45.73	
2/2/23	43519	80260-100	Invoice: 80137141	62.22	
2/2/23	43519	80260-100	Invoice: 80136483	74.97	
2/2/23	43519	80020-100	Invoice: 80133363 Cengage Learning	59.18	
2/2/23	43519	10006-100	Inc/Gale		242.10
2/2/23	43520	80410-100	Invoice: 503277559	90.66	
2/2/23	43520	80440-100	Invoice: 503277961	117.46	
2/2/23	43520	80440-100	Invoice: 503246648	228.08	
2/2/23	43520	80405-100	Invoice: 503246647	436.11	
2/2/23	43520	10006-100	Midwest Tape		872.31
2/2/23	43521	80230-100	Invoice: 60190487	28.70	
2/2/23	43521	80230-100	Invoice: 60188204	11.26	
2/2/23	43521	80230-100	Invoice: 60186438	7.18	
2/2/23	43521	80038-100	Invoice: 67562249	40.77	
2/2/23	43521	80210-100	Invoice: 60188200	26.38	
2/2/23	43521	80210-100	Invoice: 60186437	11.77	
2/2/23	43521	80025-100	Invoice: 60184395	103.36	
2/2/23	43521	80015-100	Invoice: 60186784	23.30	
2/2/23	43521	80025-100	Invoice: 60186432	197.80	
2/2/23	43521	80025-100	Invoice: 60187663	39.90	
2/2/23	43521	80210-100	Invoice: 60188824	35.02	
2/2/23	43521	80030-100	Invoice: 60187263	31.71	
2/2/23	43521	80010-100	Invoice: 60188828	205.32	

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2/2/23	43521	80230-100	Invoice: 60187265	7.18	
2/2/23	43521	80025-100	Invoice: 60190488	141.66	
2/2/23	43521	80210-100	Invoice: 60190165	20.40	
2/2/23	43521	80030-100	Invoice: 60190490	471.41	
2/2/23	43521	80230-100	Invoice: 60184397	11.96	
2/2/23	43521	80010-100	Invoice: 60186434	21.56	
2/2/23	43521	80030-100	Invoice: 60186433	33.33	
2/2/23	43521	80210-100	Invoice: 60186780	31.90	
2/2/23	43521	80025-100	Invoice: 60188825	20.40	
2/2/23	43521	80025-100	Invoice: 60186781	47.94	
2/2/23	43521	80200-100	Invoice: 60184396	53.96	
2/2/23	43521	80025-100	Invoice: 60188826	63.95	
2/2/23	43521	80210-100	Invoice: 60186429	21.18	
2/2/23	43521	80210-100	Invoice: 60188197	63.02	
2/2/23	43521	80038-100	Invoice: 60188203	31.71	
2/2/23	43521	80230-100	Invoice: 60186439	26.26	
2/2/23	43521	80010-100	Invoice: 60190491	46.92	
2/2/23	43521	80210-100	Invoice: 60190164	44.35	
2/2/23	43521	80025-100	Invoice: 60190166	60.31	
2/2/23	43521	80230-100	Invoice: 60187266	5.98	
2/2/23	43521	80230-100	Invoice: 60186779	23.14	
2/2/23	43521	80038-100	Invoice: 60186783	60.18	
2/2/23	43521	80210-100	Invoice: 60187264	10.53	
2/2/23	43521	80025-100	Invoice: 60187262	99.06	
2/2/23	43521	80025-100	Invoice: 60186305	38.60	
2/2/23	43521	80015-100	Invoice: 60186435	78.85	
2/2/23	43521	80025-100	Invoice: 60184392	146.06	
2/2/23	43521	80025-100	Invoice: 60187261	52.14	
2/2/23	43521	80210-100	Invoice: 60188199	32.34	
2/2/23	43521	80038-100	Invoice: 60184394	28.74	
2/2/23	43521	80230-100	Invoice: 60186440	5.98	
2/2/23	43521	80230-100	Invoice: 67562247	15.20	
2/2/23	43521	80210-100	Invoice: 60190486	50.16	
2/2/23	43521	80230-100	Invoice: 60190485	24.22	
2/2/23	43521	80230-100	Invoice: 60188201	22.22	
2/2/23	43521	80230-100	Invoice: 60186430	30.21	
2/2/23	43521	80038-100	Invoice: 60188827	12.57	
2/2/23	43521	80210-100	Invoice: 60188198	30.88	
2/2/23	43521	80210-100	Invoice: 60186431	99.08	
2/2/23	43521	80025-100	Invoice: 67562248	125.00	
2/2/23	43521	80200-100	Invoice: 60186436	48.12	
2/2/23	43521	80025-100	Invoice: 60186782	827.02	
2/2/23	43521	80025-100	Invoice: 60188202	80.50	
2/2/23	43521	80210-100	Invoice: 60184391	49.05	
2/2/23	43521	80030-100	Invoice: 60184393	135.30	
2/2/23	43521	80010-100	Invoice: 67562250	741.70	
2/2/23	43521	80230-100	Invoice: 60184390	23.14	
2/2/23	43521	80030-100	Invoice: 60190489	20.37	
2/2/23	43521	80200-100	Invoice: 60190167	46.62	

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2/2/23	43521	80230-100	Invoice: 60190492	5.98	
			Ingram Library		
2/2/23	43521	10006-100	Services		4,950.81
			Cookies for Adult		
2/2/23	43522	85200-100	Programming	14.53	
			Anne Rappe-Epperson		14.53
			Treat bags, candy,		
2/2/23	43523	85110-100	notebooks	49.13	
			Cardstock, Circle		
2/2/23	43523	85110-100	Punch, Crackers, Candy	125.37	
2/2/23	43523	10006-100	Sarah Finch		174.50
			Weed Preventer/Mulch		
2/2/23	43524	84900-410	Applied	944.50	
			Heaton's Lawn		
2/2/23	43524	10006-100	Maintenance, LLC		944.50
2/2/23	43525	83700-100	Bar Code Labels	713.95	
2/2/23	43525	10006-100	InPath Devices		713.95
2/2/23	43526	84800-200	Janitorial - HQ	4,382.69	
2/2/23	43526	84800-410	Janitorial - Carson	220.00	
2/2/23	43526	84800-420	Janitorial - Dinwiddie	350.00	
			Janitorial - Disputanta	256.00	
2/2/23	43526	84800-440	Janitorial - McKenney	250.00	
2/2/23	43526	84800-450	Janitorial - PG	1,485.58	
2/2/23	43526	84800-460	Janitorial - Rohoic	220.00	
			Janitorial -		
2/2/23	43526	84800-480	Burrowsville	195.00	
2/2/23	43526	10006-100	MCS Services, Inc.		7,359.27
			Monitoring of Alarms -		
2/2/23	43527	84900-200	HQ	55.00	
			Monitoring of Alarms -		
2/2/23	43527	84900-450	PG	59.00	
			Petersburg Alarm		
2/2/23	43527	10006-100	Company, Inc.		114.00
2/2/23	43528	84700-430	PO Box 59 Renewal	104.00	
2/2/23	43528	10006-100	U.S. Postal Service		104.00
			Newspaper - HQ		
2/2/23	43529	80300-200	2/24/23	670.80	
			Richmond Times		
2/2/23	43529	10006-100	Dispatch		670.80
2/2/23	43530	20500-100	To SB - VFHY	1,950.00	
2/2/23	43530	10006-100	Smart Beginnings		1,950.00
2/2/23	43531	83700-100	Book SLIx2 Tags	1,982.00	
2/2/23	43531	10006-100	Tech Logic		1,982.00

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2/2/23	43532	84600-100	Institutional Membership - 2023	1,259.00	
2/2/23	43532	10006-100	Virginia Library Association		1,259.00
2/16/23	43534	80460-100	Invoice: 2068166C	-5.00	
2/16/23	43534	80440-100	Invoice: 2084619	245.76	
2/16/23	43534	80460-100	Invoice: 2084624	358.77	
2/16/23	43534	10006-100	Blackstone Publishing		599.53
2/16/23	43535	80020-100	Invoice: 5018169268	315.84	
2/16/23	43535	80020-100	Invoice: 5018169267	15.29	
2/16/23	43535	10006-100	Baker & Taylor		331.13
2/16/23	43536	80025-100	Invoice: 80535094	728.60	
2/16/23	43536	80260-100	Invoice: 80612265	183.68	
2/16/23	43536	80260-100	Invoice: 80649070	74.22	
2/16/23	43536	80260-100	Invoice: 80649286	70.47	
2/16/23	43536	80260-100	Invoice: 80649801	53.23	
2/16/23	43536	80025-100	Invoice: 80674154	30.39	
2/16/23	43536	10006-100	Cengage Learning Inc/Gale		1,140.59
2/16/23	43537	80025-100	Invoice: 60191816	46.29	
2/16/23	43537	80030-100	Invoice: 60192831	67.47	
2/16/23	43537	80230-100	Invoice: 60191823	5.98	
2/16/23	43537	80025-100	Invoice: 60191817	46.32	
2/16/23	43537	80025-100	Invoice: 60192830	97.44	
2/16/23	43537	80230-100	Invoice: 60192828	12.07	
2/16/23	43537	80038-100	Invoice: 60191820	507.46	
2/16/23	43537	80230-100	Invoice: 60191822	17.94	
2/16/23	43537	80030-100	Invoice: 67565256	65.04	
2/16/23	43537	80010-100	Invoice: 60192833	25.46	
2/16/23	43537	80210-100	Invoice: 67565254	23.60	
2/16/23	43537	80200-100	Invoice: 60191821	19.42	
2/16/23	43537	80038-100	Invoice: 60192832	118.29	
2/16/23	43537	80038-100	Invoice: 60191819	33.33	
2/16/23	43537	80210-100	Invoice: 60191815	34.10	
2/16/23	43537	80015-100	Invoice: 60192834	256.02	
2/16/23	43537	80025-100	Invoice: 67565255	33.02	
2/16/23	43537	80230-100	Invoice: 60192835	7.18	
2/16/23	43537	80010-100	Invoice: 67565257	1,274.62	
2/16/23	43537	80230-100	Invoice: 60191814	13.15	
2/16/23	43537	80030-100	Invoice: 60191818	200.31	
2/16/23	43537	80210-100	Invoice: 60192829	51.22	
2/16/23	43537	80015-100	Invoice: 60193316	55.50	
2/16/23	43537	80210-100	Invoice: 60193311	49.56	
2/16/23	43537	80010-100	Invoice: 60193314	84.15	
2/16/23	43537	80230-100	Invoice: 60193310	40.97	
2/16/23	43537	80030-100	Invoice: 60193313	31.61	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Feb 1, 2023 to Feb 28, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/16/23	43537	80025-100	Invoice: 60193312	120.22	
2/16/23	43537	80015-100	Invoice: 60193315	20.50	
2/16/23	43537	80230-100	Invoice: 60193317	5.98	
2/16/23	43537	80210-100	Invoice: 60193309	22.38	
2/16/23	43537	80010-100	Invoice: 74327007CM	-26.66	
2/16/23	43537	80025-100	Invoice: 60196468	210.84	
2/16/23	43537	80230-100	Invoice: 60196466	40.70	
2/16/23	43537	80030-100	Invoice: 60196469	77.11	
2/16/23	43537	80038-100	Invoice: 60196470	83.48	
2/16/23	43537	80010-100	Invoice: 60196472	34.06	
2/16/23	43537	80015-100	Invoice: 60196473	126.34	
2/16/23	43537	80200-100	Invoice: 60196474	37.48	
2/16/23	43537	80010-100	Invoice: 60196471	153.76	
2/16/23	43537	80210-100	Invoice: 60196467	160.90	
2/16/23	43537	80210-100	Invoice: 60196464	22.34	
2/16/23	43537	80210-100	Invoice: 60196465	30.60	
2/16/23	43537	80025-100	Invoice: 67571795	113.08	
2/16/23	43537	80025-100	Invoice: 67571794	17.02	
2/16/23	43537	80010-100	Invoice: 67571796	128.06	
2/16/23	43537	80010-100	Invoice: 67571797	27.45	
2/16/23	43537	10006-100	Ingram Library Services		4,623.16
2/16/23	43538	80440-100	Invoice: 503309637	253.82	
2/16/23	43538	80410-100	Invoice: 503309638	140.60	
2/16/23	43538	80405-100	Invoice: 503341725	289.98	
2/16/23	43538	80440-100	Invoice: 503341726	202.03	
2/16/23	43538	80410-100	Invoice: 503341727	28.72	
2/16/23	43538	10006-100	Midwest Tape		915.15
2/16/23	43539	82910-200	Copier Maintenance Canon Financial	22.57	
2/16/23	43539	10006-100	Services, Inc.		22.57
2/16/23	43540	82000-100	SAM Software License Renewal 4/23-3/24	2,300.00	
2/16/23	43540	82000-100	SmartALEC Wireless Software License Renewal	2,568.00	
2/16/23	43540	82000-100	SmartPay Software Licensing, Website Subscription	900.00	
2/16/23	43540	10006-100	Comprise Technologies, Inc.		5,768.00
2/16/23	43541	83500-420	Rent - Dinwiddie Library	300.00	
2/16/23	43541	83500-440	Rent - McKenney Library	300.00	
2/16/23	43541	83500-460	Rent - Rohoic Library	300.00	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Feb 1, 2023 to Feb 28, 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>
2/16/23	43541	10006-100	County of Dinwiddie		900.00
			Rent - Burrowsville		
2/16/23	43542	83500-480	Library	300.00	
			Rent - Disputanta		
2/16/23	43542	83500-430	Library	150.00	
2/16/23	43542	83500-450	Rent - PG Library	1,200.00	
			County of Prince		
2/16/23	43542	10006-100	George		1,650.00
			Supplies & Food for		
2/16/23	43543	85800-100	Baby Shower	119.69	
2/16/23	43543	10006-100	Catherine Field		119.69
			Sponges, Forks, Paper		
2/16/23	43544	85110-100	Plates	23.65	
2/16/23	43544	10006-100	Sarah Finch		23.65
			Inv #8426 - Fuel - All		
2/16/23	43545	84300-100	Vehicles	157.95	
			Rent - Hopewell		
2/16/23	43545	83500-200	Library	3,750.00	
			Hopewell City		
2/16/23	43545	10006-100	Treasurer		3,907.95
2/16/23	43546	84100-410	Telephone - Carson	116.64	
			Granite		
2/16/23	43546	10006-100	Telecommunications		116.64
			Membership Envelopes		
2/16/23	43547	83700-100	for Friends	195.00	
2/16/23	43547	82700-100	Locations Brochures	258.00	
			Johnson Printing		
2/16/23	43547	10006-100	Service		453.00
			Audit - Governmental		
2/16/23	43548	82100-100	Accounting Services	6,190.38	
2/16/23	43548	10006-100	Mary K. Earhart, PLLC		6,190.38
2/16/23	43549	82600-480	Internet - Burrowsville	219.00	
2/16/23	43549	10006-100	RuralBand		219.00
2/16/23	43550	20500-100	VFHY - 2/7/23	1,950.00	
2/16/23	43550	10006-100	Smart Beginnings		1,950.00
			Sit & Be Fit and Yoga		
2/16/23	43551	85200-100	Classes	320.00	
2/16/23	43551	10006-100	Terri Spicer		320.00
	Total			191,739.38	191,739.38

Appomattox Reg Library System

Staples - 2/16/23

Sam's 2/2/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/20/23	Staples 9386	83700-100	Clock, Sign Holders	110.46	
1/20/23	Staples 9386	20200-300	Staples, Inc.		110.46
			Paper, Pens, Staplers,		
1/31/23	Staples 9400	83700-100	Post-it	168.45	
1/31/23	Staples 9400	20200-300	Staples, Inc.		168.45
2/6/23	Staples 9413	84810-100	Trash Bags	88.98	
2/6/23	Staples 9413	20200-300	Staples, Inc.		88.98
	Total	CK #2023-213E		367.89	367.89

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/5/23	Sams 9370	84810-100	Lysol, TP, Paper Towels	289.08	
1/5/23	Sams 9370	20200-200	Sam's Club Direct		289.08
	Total	CK #2023-200E		289.08	289.08

Appomattox Reg Library System

Truist CK #2023-216E

2/16/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/29/22	Amazon 9364	83700-100	Thermal Receipt Rolls	116.57	
12/29/22	Amazon 9364	20200-400	Amazon.com		116.57
12/31/22	Google 12/31/22	82020-100	Google E-Mail	390.00	
12/31/22	Google 12/31/22	20200-400	Google		390.00
1/1/23	Amazon 1/1/23	80015-100	Young Adult-Fiction	7.99	
1/1/23	Amazon 1/1/23	20200-400	Amazon.com		7.99
1/5/23	Amazon 9369	84810-100	Swiffer Dusters	30.42	
1/5/23	Amazon 9369	83700-100	Pens, Toner	273.22	
1/5/23	Amazon 9369	20200-400	Amazon.com		303.64
1/5/23	Little 9373	84300-100	Maint. & Fuel - All Vehicles	42.49	
1/5/23	Little 9373	20200-400	Little Convenience		42.49
1/7/23	Amazon 1/7/23	80020-100	Adult Non-Fiction	39.99	
1/7/23	Amazon 1/7/23	20200-400	Amazon.com		39.99
1/9/23	Amazon 1/9/23	80025-100	Adult Fiction	12.99	
1/9/23	Amazon 1/9/23	20200-400	Amazon.com		12.99
1/10/23	Amazon 1/10/23	80038-100	Juvenile Fiction	25.47	
1/10/23	Amazon 1/10/23	20200-400	Amazon.com		25.47
1/12/23	ALA 9377	84600-200	Association Dues - C. Field	236.00	
1/12/23	ALA 9377	20200-400	American Library Association		236.00
1/12/23	Amazon 9359R	81100-200	Return of Docking Station		-234.99
1/12/23	Amazon 9359R	20200-400	Amazon.com	-234.99	
1/12/23	VLA 9378	84600-200	Association Dues - C. Field	80.00	
1/12/23	VLA 9378	20200-400	Virginia Library Association		80.00
1/13/23	Adobe 9353	82000-100	Adobe Monthly Charge	29.99	
1/13/23	Adobe 9353	20200-400	Adobe Indesign		29.99
1/13/23	Amazon 9379	83700-200	Monitor Stands	49.99	
1/13/23	Amazon 9379	20200-400	Amazon.com		49.99
1/16/23	Amazon 1/15/23	80210-100	Adult Fiction - SO	17.98	
1/16/23	Amazon 1/15/23	20200-400	Amazon.com		17.98
1/17/23	Waves	85800-100	Lunch January Board Mtg	86.82	
1/17/23	Waves	20200-400	Waves Sandwich Company		86.82
1/19/23	Aatrix 9388	85800-100	W-2 Filing	153.85	
1/19/23	Aatrix 9388	20200-400	Aatrix E-File Center		153.85
1/19/23	Amazon 1/19/23	80038-100	Juvenile Fiction	10.38	
1/19/23	Amazon 1/19/23	20200-400	Amazon.com		10.38
1/19/23	Read 1/19/23.1	80210-100	Adult Fiction - SO	42.56	
1/19/23	Read 1/19/23.1	20200-400	Reader Service		42.56
1/19/23	Read 1/19/23.2	80210-100	Adult Fiction - SO	35.12	

Appomattox Reg Library System

Truist CK #2023-216E

2/16/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/19/23	Read 1/19/23.2	20200-400	Reader Service		35.12
1/19/23	Read 1/19/23.3	80210-100	Adult Fiction - SO	27.36	
1/19/23	Read 1/19/23.3	20200-400	Reader Service		27.36
1/19/23	Wawa 9383	85800-100	Drinks for Board Mtg	9.92	
1/19/23	Wawa 9383	20200-400	Wawa		9.92
1/20/23	Amazon 1/20/23	80020-100	Adult Non-Fiction	21.99	
1/20/23	Amazon 1/20/23	20200-400	Amazon.com		21.99
1/24/23	Aatrix 9393	85800-100	1099 Filing	53.75	
1/24/23	Aatrix 9393	20200-400	Aatrix E-File Center		53.75
1/25/23	Amazon 9394	84810-100	Gloves	31.96	
1/25/23	Amazon 9394	83700-100	Erasers, Envelopes	81.18	
1/25/23	Amazon 9394	20200-400	Amazon.com		113.14
1/25/23	Rotary 9398	83800-100	Membership Summit	35.00	
1/25/23	Rotary 9398	20200-400	District 7600		35.00
1/26/23	Amazon 1/26/23	80015-100	Young Adult-Fiction	14.98	
1/26/23	Amazon 1/26/23	20200-400	Amazon.com		14.98
1/26/23	Amazon 1/26/23.3	80038-100	Juvenile Fiction	12.48	
1/26/23	Amazon 1/26/23.3	20200-400	Amazon.com		12.48
1/26/23	Amazon 1/26/23.4	80038-100	Juvenile Fiction	12.66	
1/26/23	Amazon 1/26/23.4	20200-400	Amazon.com		12.66
1/26/23	Food 9397	85210-100	Supplies - Poetry, Prose,Pizza	37.99	
1/26/23	Food 9397	20200-400	Food Lion		37.99
1/26/23	Lucas 9396	85200-100	Pizza for PPP	45.90	
1/26/23	Lucas 9396	20200-400	Luca's Italian Restaurant		45.90
1/27/23	Amazon 1/27/23.1	80015-100	Young Adult-Fiction	45.93	
1/27/23	Amazon 1/27/23.1	20200-400	Amazon.com		45.93
1/27/23	Amazon 1/27/23.2	80015-100	Young Adult-Fiction	12.83	
1/27/23	Amazon 1/27/23.2	20200-400	Amazon.com		12.83
1/27/23	Amazon 1/27/23.3	80015-100	Young Adult-Fiction	7.99	
1/27/23	Amazon 1/27/23.3	20200-400	Amazon.com		7.99
1/27/23	Amazon 1/27/23.4	80038-100	Juvenile Fiction	19.09	
1/27/23	Amazon 1/27/23.4	20200-400	Amazon.com		19.09
1/27/23	Amazon 1/27/23.5	80015-100	Young Adult-Fiction	17.94	
1/27/23	Amazon 1/27/23.5	20200-400	Amazon.com		17.94
Total				1,935.79	1,935.79

Smart Beginnings Report
July 1, 2022 to February 28, 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		
1/31/2023	Ending Balance			6,041.03

Community Engagement

02/22/23	Hopewell Downtown Partnership Economic Vitality Committee
02/24/23	VLA Intellectual Freedom Committee
03/01/23	Rural Library Network Webinar
03/07/23	Presentation to the Dinwiddie County Board of Supervisors
03/11/23	Hopewell Public School System Family Resource Gala Outreach
03/16/23	Hopewell Downtown Partnership board meeting

2022 Fines Assessed by Locations and Statistical Group

Branch	Total	Adult	Young adult	Juvenile
Burrowsville	402.18	257.96	0.00	144.22
Carson Depot	1,482.09	929.44	78.87	473.78
Dinwiddie	1,693.90	989.73	114.05	590.12
Disputanta	1,003.07	543.67	43.09	416.31
Hopewell	22,680.54	12,893.68	2,071.19	7,715.67
McKenny	1,755.14	1,008.91	84.87	661.36
Prince George	10,160.73	3,932.63	956.22	5,271.88
Rohoic	1,385.89	610.11	96.22	630.22
Total	40,563.54	21,166.13	3,444.51	15,903.56

2022 Fines Payed by Locations and Statistical Group

Branch	Total	Adult	Young adult	Juvenile
Burrowsville	331.89	147.35	51.54	133.00
Carson Depot	259.16	160.14	3.05	95.97
Dinwiddie	363.55	219.14	23.79	120.62
Disputanta	15.80	2.60	2.90	10.30
Hopewell	4,127.90	2,349.50	325.00	1,453.40
McKenny	233.70	102.13	0.00	132.57
Prince George	2,045.20	823.29	199.53	1,022.38
Rohoic	105.00	55.65	18.60	30.75
Total	7,482.20	3,859.80	624.41	2,998.99

Current Policies

SECTION TWO: BORROWING OF MATERIALS

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 6/20/17

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, including 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. **Patrons 16 years of age or older may apply for their own library card without parental or legal custodian permission.**