

# APPOMATTOX REGIONAL LIBRARY SYSTEM

## BOARD OF TRUSTEES

December 14, 2021

Hopewell Library  
1:00 p.m.

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

**December 14, 2021**

**1:00 p.m.**

**Call to Order**

**Approval of Agenda**

**Consent Agenda:** All matters listed under Consent Agenda are considered routine by the Board and will be approved or received by motion on the form listed. Items may be removed from the Consent Agenda for discussion under the Regular Agenda at the request of any Board member.

Minutes – October 14 Regular Meeting  
Statistical Report – dated December 14, 2021  
Financial Report – dated December 14, 2021  
Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Staff Update
- R2.** Library Meeting Rooms
- R3.** Library Programming
- R4.** Library Community Engagement
- R5.** Virginia Department of Health COVID Take Home Test Kits
- R6.** Virginia Employment Commission Workshops
- R7.** United for Libraries Additional Training Opportunities
- R8.** Current Capital Expenditure Accounting Amount

**Committee Reports:**

Finance Committee – FY2023 Budget report

**New Business:**

Increase to Capital Expenditure Amount  
FY2023 Budget Proposal  
Closed Session regarding Personnel Matters

**Unfinished Business**

**Adjournment**

**Appomattox Regional Library  
Board of Trustees Regular Meeting  
Minutes of October 19, 2021**

**Call to Order:** In the absence of the Chairman, Vice-Chair Juanita Thorne called the regular meeting of the Board of Trustees of the Library to order at 1:08 pm at the McKenney Library. Chairman William Thomas later led the meeting after his arrival.

**Trustees Present:** Ann Williams (H), Susan Eliades (H), William Thomas (PG), Amanda Binford (PG), Juanita Thorne (PG), Dr. Sandra Ruffin (D), and Carol King (D)

**Trustees Absent:** David Harless (H) and Randi Hawkins (D)

**Staff Present:** Brian Manning and Nicole Coleman

**Approval of Agenda:** Ms. Eliades made a motion to approve the agenda. Ms. Binford seconded the motion and it was approved unanimously.

**Approval of Consent Agenda:** Mr. Manning noted that Mr. Thomas had earlier requested that the minutes of the September 21 meeting be amended to show the meeting was called to order at 1:00 pm. After a few questions from the Board, Ms. Williams made a motion to approve the consent agenda including the amended minutes. Ms. Eliades seconded the motion and it was approved unanimously.

**Communications:** None

**Citizen Comments:** None

**Report of the Library Director:**

**R1.** Ms. Randi Hawkins has been appointed to represent Dinwiddie on the Board of Trustees. Ms. Hawkins was unable to attend this meeting.

**R2.** The library is currently fully staffed.

**R3.** Library programming is continuing to serve the public within the guidelines established for COVID prevention. The Library continues to use videotaping, Zoom, and YouTube to reach patrons. Take-home craft kits are available for pick-up. The historic Dinwiddie Courthouse is not available to use for events but hopefully will be in the near future. The Library plans to participate in the "Light up the Night Festival" in Hopewell and to be open for the "Grand Illumination" in Dinwiddie. It is expected that children and teen programs will return to in-person events in 2022.

**R4.** The annual Virginia Library Association (VLA) Conference is being held October 27-29. Several members of the Library staff will be in attendance.

**R5.** There will not be a Board Meeting in November. The next regular meeting of the Board of Trustees will be December 14, 2021 at 1pm at the Hopewell Library. No Christmas party will be held this year.

**R6.** The Library's FY2023 budget requests are due to the local jurisdictions in January 2022. It would be ideal if the library budget was presented to the Board for approval at the December meeting. Mr. Manning and the Finance Committee plan to complete the proposed budget prior to the meeting.

#### **Committee Reports:**

**R1.** The Development Committee did not yet have a report to present regarding their suggestions for use of the Virginia Library Association training modules, "Short Takes for Trustees". Mr. Manning would like the committee members appointed today by Mr. Thomas to evaluate the training modules. In addition, Mr. Thomas asked the committee look into ways Board members can better promote the Library such as using new or revised pamphlets and to report on this by January.

**R2.** The Personnel Committee reported that they are using the new director's evaluation form. The Library is transitioning to a new strategic plan and when it is approved, the personnel committee will incorporate it in the evaluation process and form for future use. Prior to the meeting, several Board members were unable to provide comments electronically on the director's evaluation form due to technical difficulties. Mr. Manning agreed to send Board members a copy of the current director's evaluation form in Word format to make it more accessible.

#### **New Business:**

**1.** Ms. Eliades moved to go into closed session to discuss matters exempt under Virginia Law from the open meeting laws. Ms. Williams seconded. Following a roll call vote of all Board members present, the motion to go into closed session passed unanimously. Following the completion of the Board's business exempt from open meeting requirements, Ms. Williams moved and Ms. Thorne seconded the Board coming out of closed session. Following a roll call vote of all Board members present, the motion to come out of closed session was passed unanimously. The certification finished, the closed session was ended.

**2.** Mr. Thomas provided the Board with a list of suggested committee assignments for FY 2022. After review, the following assignments were made.

a. Development Committee

David Harless (Chair), Dr. Sandra Ruffin, Carol King

b. Finance Committee

Ann Williams (Chair), Juanita Thorne, William Thomas

c. Personnel Committee

Amanda Binford (Chair), Susan Eliades, Juanita Thorne.

It was noted that Finance Committee and Personnel Committee assignments are expected to change in January 2022.

**Unfinished Business:**

The Strategic Plan for FY 2022-2025 was presented to the Board for approval. Ms. Binford made a motion to approve the plan. Ms. Thorne seconded the motion and it passed unanimously.

**Adjournment:**

Ms. Thorne made a motion to adjourn the meeting. Ms. Binford seconded the motion and it passed unanimously. The meeting was adjourned at 3:23 pm.

**Next Meeting:** December 14, 2021 at 1 pm at the Hopewell Library

# Statistical Report December 14, 2021

Statistical Report -December 14, 2021  
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 FY20	
Burrowsville	FY18	483	493	345	435	497	394	476	326	286	243	229	278	4,485		
	FY19	360	346	280	311	275	232	428	227	238	187	346	290	3,520		
	FY20	386	303	258	366	270	188	324	265	317	163	66	2	2,908		
	FY21	3	27	21	50	130	126	122	104	153	206	198	308	1,448		
	FY22	213	353	323	319	297	0	0	0	0	0	0	0	1,505	10%	-5%
Carson Depot	FY18	967	753	788	723	583	584	552	559	715	659	482	935	8,300		
	FY19	992	738	697	647	722	603	774	833	765	839	782	981	9,373		
	FY20	959	971	759	836	699	678	810	633	528	340	714	9,553	17,480		
	FY21	7,346	4,776	4,591	469	509	521	595	621	749	705	716	699	22,297		
	FY22	823	958	873	936	660	0	0	0	0	0	0	0	4,250	-6%	1%
Dinwiddie	FY18	2,428	1,951	2,862	1,832	1,580	1,256	1,265	861	1,448	1,311	1,512	1,677	19,983		
	FY19	3,580	1,554	1,736	1,587	1,518	1,272	1,673	1,457	1,621	1,339	1,250	1,539	20,166		
	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	0	0	0	0	0	0	0	7,274	19%	-10%
Disputanta	FY18	486	636	461	487	416	440	520	372	437	476	444	663	5,838		
	FY19	649	948	598	821	567	647	580	476	549	620	315	432	7,202		
	FY20	360	614	473	501	429	366	446	303	222	140	74	9	3,937		
	FY21	3	2	29	21	96	175	201	238	379	329	401	415	2,289		
	FY22	454	652	583	551	409	0	0	0	0	0	0	0	2,649	-5%	11%
Hopewell	FY18	12,389	12,713	12,481	13,200	11,347	9,806	11,288	10,849	11,456	10,926	10,809	12,085	139,349		
	FY19	12,619	12,609	11,278	10,998	9,301	7,882	10,135	9,421	10,701	10,121	9,275	10,732	125,072		
	FY20	12,196	11,082	9,683	10,041	8,436	7,680	8,990	8,994	7,968	7,203	8,254	10,221	110,748		
	FY21	4,994	8,743	8,342	7,408	7,438	7,794	7,833	8,113	9,143	8,403	8,878	9,717	96,806		
	FY22	9,015	8,623	8,765	8,452	7,098	0	0	0	0	0	0	0	41,953	-16%	-18%

**Statistical Report**  
**December 14, 2021**

														% of Chg & Change by Month from FY20	
Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	
McKenney	FY18	1,060	1,181	686	891	727	560	669	721	757	667	802	1,233	9,954	
	FY19	1,107	894	877	846	759	478	971	677	749	705	800	773	9,636	
	FY20	1,369	797	605	645	553	527	702	630	496	312	157	3	6,796	
	FY21	6	83	219	210	206	396	354	409	453	460	421	563	3,780	
	FY22	610	738	590	594	687	0	0	0	0	0	0	0	3,219	24%
Prince George	FY18	7,272	5,055	1,933	2,626	2,603	4,503	2,429	3,258	3,576	3,181	3,603	4,390	44,429	
	FY19	5,424	5,353	4,122	4,518	4,269	3,493	4,741	4,846	5,187	4,725	3,961	4,625	55,264	
	FY20	5,604	5,070	4,455	4,780	4,147	3,023	3,689	3,737	3,016	2,154	1,470	726	41,871	
	FY21	1,479	1,665	3,232	3,218	2,759	2,794	4,814	2,734	3,138	3,050	2,742	3,437	35,062	
	FY22	3,220	3,940	3,139	3,309	2,889	0	0	0	0	0	0	0	16,497	-30%
Rohoic	FY18	1,101	1,357	1,147	875	914	653	814	860	900	1,009	842	936	11,408	
	FY19	1,141	1,212	853	1,127	766	547	965	978	1,052	1,045	842	1,002	11,530	
	FY20	1,256	1,013	821	1,138	864	819	967	1,101	585	366	207	4	9,141	
	FY21	7	95	40	69	46	86	116	194	256	207	251	323	1,690	
	FY22	568	595	539	789	616	0	0	0	0	0	0	0	3,107	-29%
Econtent	FY18	977	975	845	573	1,023	990	1,157	1,026	1,171	1,084	1,114	1,175	12,110	
	FY19	1,242	1,304	1,270	1,271	1,192	1,266	1,334	1,271	1,517	1,330	1,382	1,422	15,801	
	FY20	2,000	1,472	1,466	1,501	1,384	1,418	1,376	1,342	1,326	2,437	2,331	2,063	20,116	
	FY21	1,969	1,986	1,859	1,813	2,141	1,757	2,013	2,104	1,985	1,796	1,976	1,943	23,342	
	FY22	1,854	2,101	1,860	1,686	1,725	0	0	0	0	0	0	0	9226	25%
ARLS Totals	FY18	27,163	25,114	21,548	21,642	19,690	19,186	19,170	18,832	20,746	19,556	19,837	23,372	255,856	
	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	0	0	0	0	0	0	0	89,680	-12%

**Statistical Report**  
**December 14, 2021**

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
BY2022*													
Burrowsville	100	99	73	96	83	0	0	0	0	0	0	0	451
Carson Depot	163	226	193	162	119	0	0	0	0	0	0	0	863
Dirnwidde	257	349	326	370	373	0	0	0	0	0	0	0	1,675
Disputanta	86	144	129	147	111	0	0	0	0	0	0	0	617
Hopewell	9,991	9,630	9,156	6,796	5,146	0	0	0	0	0	0	0	40,719
McKenney	171	210	136	141	176	0	0	0	0	0	0	0	834
Prince George	3,417	3,392	2,890	1,472	2,533	0	0	0	0	0	0	0	13,704
Roboic	155	238	249	252	155	0	0	0	0	0	0	0	1,049
TOTAL	14,340	14,288	13,152	9,436	8,696	0	0	0	0	0	0	0	59,912
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	8	10	25	57	50	0	0	0	0	0	0	0	150
Meeting Room Users	128	137	93	188	314	0	0	0	0	0	0	0	860
Book Group **	11	11	11	11	11	0	0	0	0	0	0	0	55
Adult Program **	312	260	40	156	170	0	0	0	0	0	0	0	938
Non-SRP Child Program**	0	0	401	506	1,256	0	0	0	0	0	0	0	2,163
Non-SRP Teen Program	0	0	67	52	28	0	0	0	0	0	0	0	147
Storytime**	1,280	842	188	108	131	0	0	0	0	0	0	0	2,549
SRP Child**	1,249	1,191	0	0	0	0	0	0	0	0	0	0	2,440
SRP Teen**	0	28	0	0	0	0	0	0	0	0	0	0	28
Community Outreach	738	207	224	171	292	0	0	0	0	0	0	0	1,632
Database Usage	542	567	193	969	435	0	0	0	0	0	0	0	2,706
TOTALS	4,268	3,253	1,242	2,218	2,687	0	0	0	0	0	0	0	13,668

\* Includes patrons using curbside checkout

\*\*Includes online programming



Statistical Report  
December 14, 2021

REFERENCE QUESTIONS - FY2022	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	9	24	25	25	24	0	0	0	0	0	0	0	107
Carson Depot	83	56	40	21	15	0	0	0	0	0	0	0	215
Dinwiddie	144	184	69	101	107	0	0	0	0	0	0	0	605
Disputanta	37	68	45	37	24	0	0	0	0	0	0	0	211
Hopewell	1,075	1,003	1,304	960	761	0	0	0	0	0	0	0	5,103
McKenney	102	108	58	99	108	0	0	0	0	0	0	0	475
Prince George	461	483	451	513	340	0	0	0	0	0	0	0	2,248
Rohoic	13	33	48	45	37	0	0	0	0	0	0	0	176
<b>TOTALS</b>	<b>1,924</b>	<b>1,959</b>	<b>2,040</b>	<b>1,801</b>	<b>1,416</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,140</b>
<b>Computer Use</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
Burrowsville Workstation	24	6	4	5	4	0	0	0	0	0	0	0	43
WIFI	2	2	2	3	2	0	0	0	0	0	0	0	11
Carson Depot Workstation	33	58	54	47	36	0	0	0	0	0	0	0	228
WIFI	7	9	7	9	3	0	0	0	0	0	0	0	35
Dinwiddie Workstation	42	59	41	62	45	0	0	0	0	0	0	0	249
WIFI	11	12	13	20	19	0	0	0	0	0	0	0	75
Disputanta Workstation	42	70	57	73	33	0	0	0	0	0	0	0	275
WIFI	38	35	23	12	56	0	0	0	0	0	0	0	164
Hopewell Workstation	1,268	1,299	1,395	1,303	965	0	0	0	0	0	0	0	6,230
WIFI	270	247	276	287	282	0	0	0	0	0	0	0	1,362
McKenney Workstation	39	62	23	31	10	0	0	0	0	0	0	0	165
WIFI	8	14	14	16	16	0	0	0	0	0	0	0	68
Prince George Workstation	351	360	324	364	269	0	0	0	0	0	0	0	1,668
WIFI	73	75	62	111	14	0	0	0	0	0	0	0	335
Rohoic Workstation	118	16	29	33	10	0	0	0	0	0	0	0	206
WIFI	8	14	7	6	0	0	0	0	0	0	0	0	35
<b>TOTALS</b>	<b>2,334</b>	<b>2,338</b>	<b>2,331</b>	<b>2,382</b>	<b>1,764</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,149</b>

Appomattox Regional Library System  
Revenue and Expenses  
July 1, 2021 - June 30, 2022

fund#	Revenue 11/01/21	FY2022	Prev. Total	11/30/21	Total Receipts	Percentage	Balance Due
		Adopted	Receipts			Received	
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	\$649,430	\$324,715	\$0	\$324,715	50.0%	\$324,715
103	Dinwiddie	\$310,646	\$77,662	\$77,662	\$155,323	50.0%	\$155,323
104	Prince George	\$604,127	\$302,064	\$0	\$302,064	50.0%	\$302,064
105	State Funds	\$430,908	\$113,966	\$113,966	\$227,931	52.9%	\$202,977
106	Fines/Fees/Lost	\$0	\$2,789	\$641	\$3,431		(\$3,431)
107	Copying/Fax Receipts	\$16,000	\$9,837	\$1,719	\$11,556	72.2%	\$4,444
108	Endowment Funds	\$18,000	\$21,145	\$0	\$21,145	117.5%	(\$3,145)
109	E-Rate Refunds	\$16,000	\$16,257	\$1,950	\$18,206	113.8%	(\$2,206)
110	Gifts/Donations	\$5,000	\$50	\$0	\$50	1.0%	\$4,950
111	Grants	\$5,000	\$0	\$15,000	\$15,000	300.0%	(\$10,000)
112	Other	\$2,500	\$328	\$20	\$347	13.9%	\$2,153
<b>TOTALS</b>		<b>\$2,177,611</b>	<b>\$868,811</b>	<b>\$210,956</b>	<b>\$1,079,768</b>	<b>49.6%</b>	<b>\$1,097,843</b>

Fund#	EXPENSES 11/30/2021	FY22 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 11/2021	TOTAL EXPENSES 11/30/21	PERCENTAGE SPENT	BALANCE
<b>Personnel</b>							
200	MLS Salaries & Wages	\$491,370	\$165,098	\$37,048	\$202,146	41.1%	\$289,224
201	Non-MLS Salary & Wages	\$637,908	\$211,947	\$48,185	\$260,132	40.8%	\$377,776
202	Benefits for Staff/Retirees	\$329,576	\$107,115	\$26,403	\$133,518	40.5%	\$196,058
	<b>Total Personnel</b>	<b>\$1,458,854</b>	<b>\$484,160</b>	<b>\$111,636</b>	<b>\$595,797</b>	<b>40.8%</b>	<b>\$863,057</b>
<b>Books &amp; Materials</b>							
300	Books	\$97,000	\$25,219	\$9,294	\$34,514	35.6%	\$62,486
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$10,035	\$1,536	\$11,571	38.6%	\$18,429
303	Print News & Periodicals	\$10,000	\$0	\$624	\$624	6.2%	\$9,376
304	Audiovisual Materials	\$25,000	\$7,615	\$1,041	\$8,656	34.6%	\$16,344
305	Electronic Materials	\$5,500	\$0	\$229	\$229	4.2%	\$5,271
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$8,862	\$0	\$8,862	35.4%	\$16,138
	<b>Total Books &amp; Materials</b>	<b>\$213,500</b>	<b>\$51,731</b>	<b>\$12,725</b>	<b>\$64,456</b>	<b>30.2%</b>	<b>\$149,044</b>
<b>Capital Expenditures</b>							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$20,000	\$11,727	\$2,188	\$13,916	69.6%	\$6,084
401	Computer Hardware	\$40,000	\$38,701	\$2,775	\$41,476	103.7%	(\$1,476)
	<b>Total Capital Expenditures</b>	<b>\$60,000</b>	<b>\$50,428</b>	<b>\$4,963</b>	<b>\$55,392</b>	<b>92.3%</b>	<b>\$4,608</b>
<b>Contractual</b>							
500	Lyrrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
Software & Web Based App.							
501	Licensing Contracts	\$35,000	\$29,659	\$690	\$30,349	86.7%	\$4,651
502	Audit	\$20,000	\$11,744	\$0	\$11,744	58.7%	\$8,256
503	Cataloging MARC Records	\$3,000	\$2,349	\$0	\$2,349	78.3%	\$651
504	Unique Management	\$2,000	\$976	\$125	\$1,101	55.0%	\$899
505	Computer Support/Service Calls	\$70,000	\$26,070	\$6,844	\$32,913	47.0%	\$37,087

Fund#	EXPENSES 11/30/2021	FY22 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 11/2021	TOTAL EXPENSES 11/30/21	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$25,000	\$11,630	\$2,471	\$14,100	56.4%	\$10,900
508	Printing and Publications	\$4,200	\$0	\$0	\$0	0.0%	\$4,200
	<b>Total Contractual</b>	<b>\$162,300</b>	<b>\$82,427</b>	<b>\$10,130</b>	<b>\$92,557</b>	<b>57.0%</b>	<b>\$69,743</b>
<b>Facilities/Maint./Operations</b>							
600	Equip. Repair & Maintenance	\$7,000	\$2,203	\$719	\$2,922	41.7%	\$4,078
601	TLC Maintenance Contract	\$17,000	\$16,802	\$0	\$16,802	98.8%	\$198
602	Facilities and Rent	\$76,650	\$25,200	\$6,300	\$31,500	41.1%	\$45,150
603	Supplies	\$25,000	\$6,031	\$1,447	\$7,477	29.9%	\$17,523
604	Travel / Workshops / Conf. Fees	\$7,000	\$3,028	\$147	\$3,175	45.4%	\$3,825
605	Training / Education	\$3,000	\$0	\$331	\$331	11.0%	\$2,669
606	Utilities	\$2,000	\$897	\$145	\$1,042	52.1%	\$958
607	Telephone (Voice)	\$13,000	\$4,217	\$936	\$5,154	39.6%	\$7,846
608	Insurance	\$13,000	\$469	\$0	\$469	3.6%	\$12,531
609	Vehicle Maintenance & Fuel	\$5,000	\$1,204	\$344	\$1,548	31.0%	\$3,452
610	Job & Contracting Advertising	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
611	Promotional Advertising	\$2,260	\$175	\$27	\$202	9.0%	\$2,058
612	Organization/Association Dues	\$3,500	\$399	\$0	\$399	11.4%	\$3,101
613	Postage	\$5,500	\$2,344	\$66	\$2,411	43.8%	\$3,089
614	Janitorial	\$76,000	\$29,491	\$7,776	\$37,267	49.0%	\$38,733
615	Other Building Maintenance	\$15,000	\$3,541	\$450	\$3,991	26.6%	\$11,010
	<b>Total</b>	<b>\$271,910</b>	<b>\$96,001</b>	<b>\$18,689</b>	<b>\$114,690</b>	<b>42.2%</b>	<b>\$157,220</b>
<b>Facilities/Maint./Operations</b>							
<b>Programs/Activities/Other</b>							
700	YS Summer Reading Program	\$7,000	(\$2,190)	\$0	(\$2,190)	-31.3%	\$9,190
701	YS Programming & Supplies	\$4,500	(\$668)	\$374	(\$293)	-6.5%	\$4,793
703	Adult Programming Supplies	\$7,000	\$1,297	\$128	\$1,425	20.4%	\$5,575

Fund#	EXPENSES 11/30/2021	FY22 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 11/2021	TOTAL EXPENSES 11/30/21	PERCENTAGE SPENT	BALANCE
704 Local History Collection/Progs.		\$1,500	\$350	\$0	\$350	23.3%	\$1,150
705 Reserve		\$20,000	\$0	\$0	\$0	0.0%	\$20,000
709 Misc. Professional Serv. & Other		\$9,700	\$2,427	\$224	\$2,651	27.3%	\$7,049
Total Programs/Activ./Other		\$49,700	\$1,217	\$726	\$1,943	3.9%	\$47,757
GRAND TOTALS		\$2,216,264	\$765,964	\$158,869	\$924,833	41.7%	\$1,291,431

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/7/21	200715	21000-100	Federal Taxes Withheld	3,281.71	
10/7/21	200715	22000-100	Social Security Taxes Withheld	2,857.20	
10/7/21	200715	22000-100	SB Social Security	137.28	
10/7/21	200715	22000-100	ARLS Social Security	2,719.92	
10/7/21	200715	23000-100	Medicare Taxes Withheld	668.25	
10/7/21	200715	23000-100	SB Medicare Taxes	32.11	
10/7/21	200715	23000-100	ARLS Medicare	636.14	
10/7/21	200715	10006-100	Electronic Federal Tax Payment		10,332.61
10/21/21	200716	21000-100	Federal Taxes Withheld	3,210.96	
10/21/21	200716	22000-100	Social Security Taxes Withheld	2,796.14	
10/21/21	200716	22000-100	SB Social Security	137.28	
10/21/21	200716	22000-100	ARLS Social Security	2,658.86	
10/21/21	200716	23000-100	Medicare Taxes Withheld	653.94	
10/21/21	200716	23000-100	SB Medicare Taxes	32.11	
10/21/21	200716	23000-100	ARLS Medicare	621.83	
10/21/21	200716	10006-100	Electronic Federal Tax Payment		10,111.12
10/7/21	2013-702	27000-400	EZ Voluntary Withheld	290.79	
10/7/21	2013-702	10006-100	Treasurer of Virginia		290.79
10/7/21	2013-703	27000-300	EZ Link Withheld	165.20	
10/7/21	2013-703	70460-100	EZ Link Retirement	363.72	
10/7/21	2013-703	10006-100	Treasurer of Virginia		528.92
10/12/21	2013-706	70540-600	SB Life Insurance	64.21	
10/12/21	2013-706	70540-600	SB VRS Retirement	245.33	
10/12/21	2013-706	27000-200	VRS Withheld	2,933.42	
10/12/21	2013-706	70460-100	ARLS VRS Insurance	841.20	
10/12/21	2013-706	70460-100	ARLS VRS Retirement	2,875.47	
10/12/21	2013-706	10006-100	Treasurer of Virginia		6,959.63
10/21/21	2013-707	27000-300	EZ Link Withheld	165.20	
10/21/21	2013-707	70460-100	EZ Link Retirement	363.72	
10/21/21	2013-707	10006-100	Treasurer of Virginia		528.92
10/21/21	2013-708	27000-400	EZ Link Voluntary	290.79	
10/21/21	2013-708	10006-100	Treasurer of Virginia		290.79
10/4/21	2022-70E	10007-100	Gross MLS	14,192.90	
10/4/21	2022-70E	10007-100	Gross Non MLS	8,201.31	
10/4/21	2022-70E	10007-100	Gross Hourly	13,043.61	
10/4/21	2022-70E	10007-100	Gross Smart Beginnings	1,731.31	
10/4/21	2022-70E	10006-100	ARLS-Payroll		37,169.13
10/14/21	2022-71E	82600-200	#8299 60 017 0199525 Internet - HQ	290.36	
10/14/21	2022-71E	10006-100	Comcast Communications		290.36
10/14/21	2022-72E	84100-200	#8299 60 017 0205967 Telephone - HQ	477.65	
10/14/21	2022-72E	82600-200	#8299 60 017 0205967 Internet - HQ	415.33	
10/14/21	2022-72E	10006-100	Comcast Communications		892.98

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10/14/21	2022-73E	82600-410	#8299 60 019 0107169 Internet - Carson	209.32	
10/14/21	2022-73E	10006-100	Comcast Communications		209.32
10/14/21	2022-74E	84100-440	#8299 60 021 0013348 Telephone - McKenney	93.35	
10/14/21	2022-74E	82600-440	#8299 60 0013348 Internet - McKenney	306.69	
10/14/21	2022-74E	10006-100	Comcast Communications		400.04
10/14/21	2022-75E	84100-430	#8299 60 019 0107136 Telephone - Disputanta	58.40	
10/14/21	2022-75E	82600-430	#8299 60 019 0107136 Internet - Disputanta	278.28	
10/14/21	2022-75E	10006-100	Comcast Communications		336.68
10/14/21	2022-76E	84000-410	Utilities - Carson	161.38	
10/14/21	2022-76E	10006-100	Dominion Energy Virginia		161.38
10/14/21	2022-77E	82450-100	Monthly Billing for October	2,154.39	
10/14/21	2022-77E	82450-100	Managed Workstations	4,278.93	
10/14/21	2022-77E	10006-100	E-N Computers, Inc.		6,433.32
10/14/21	2022-78E	20200-400	Suntrust 10/22/21	1,710.91	
10/14/21	2022-78E	10006-100	SunTrust Bank		1,710.91
10/15/21	2022-79E	10007-100	Gross MLS	14,192.90	
10/15/21	2022-79E	10007-100	Gross Non MLS	8,198.81	
10/15/21	2022-79E	10007-100	Gross Hourly	12,195.02	
10/15/21	2022-79E	10007-100	Gross Smart Beginnings	1,731.31	
10/15/21	2022-79E	10006-100	ARLS-Payroll		36,318.04
10/28/21	2022-80E	84000-200	Utilities - HQ	12.99	
10/28/21	2022-80E	84000-410	Utilities - Carson	12.98	
10/28/21	2022-80E	84000-480	Utilities - Burrowsville	12.98	
10/28/21	2022-80E	10006-100	Diamond Springs		38.95
10/28/21	2022-81E	70550-600	SB Health Insurance	948.00	
10/28/21	2022-81E	70470-100	ARLS Health Insurance	15,168.00	
10/28/21	2022-81E	10006-100	Anthem BlueCross BlueShield		16,116.00
10/28/21	2022-82E	70470-100	Retirees Health Insurance	402.00	
10/28/21	2022-82E	10006-100	Anthem BlueCross BlueShield		402.00
10/28/21	2022-83E	84100-440	#8299 60 021 0013348 Telephone - McKenney	93.35	
10/28/21	2022-83E	82600-440	#8299 60 021 0013348 Internet - McKenney	306.39	
10/28/21	2022-83E	10006-100	Comcast Communications		399.74
10/28/21	2022-84E	84100-460	#8299 60 020 0107829 Telephone - Rohoic	58.40	
10/28/21	2022-84E	82600-460	#8299 60 020 0107829 Internet - Rohoic	283.42	
10/28/21	2022-84E	10006-100	Comcast Communications		341.82
10/28/21	2022-85E	84100-420	#8299 60 020 0108397 Telephone - Dinwiddie	58.40	
10/28/21	2022-85E	82600-420	#8299 60 020 0108397 Internet - Dinwiddie	283.42	
10/28/21	2022-85E	10006-100	Comcast Communications		341.82

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/28/21	2022-86E	84100-450	#8299 60 019 0106328 Telephone - PG	153.30	
10/28/21	2022-86E	82600-450	#8299 60 019 0106328 Internet - PG	314.34	
10/28/21	2022-86E	10006-100	Comcast Communications		467.64
10/28/21	2022-87E	85410-100	Omeka.net - One Year Gold Plan Corporation for Digital	350.00	
10/28/21	2022-87E	10006-100	Scholarship		350.00
10/28/21	2022-88E	84700-100	Property Tax	8.79	
10/28/21	2022-88E	84700-100	Leasing - 10/21 to 1/22 Pitney Bowes Global Financial	354.15	
10/28/21	2022-88E	10006-100	Services		362.94
10/28/21	2022-89E	84700-100	Postage	600.25	
10/28/21	2022-89E	10006-100	Purchase Power		600.25
10/28/21	2022-90E	20200-200	Sam's 11/8/21	134.90	
10/28/21	2022-90E	10006-100	Sam's Club Direct		134.90
10/28/21	2022-91E	20200-300	Staples 11/7/21	799.02	
10/28/21	2022-91E	10006-100	Staples Credit Plan		799.02
10/28/21	2022-92E	82070-100	West Proflex - September 2021	479.53	
10/28/21	2022-92E	10006-100	Thomson Reuters - West		479.53
10/14/21	42855	80460-100	Invoice: 1246997	341.51	
10/14/21	42855	10006-100	Blackstone Publishing		341.51
10/14/21	42856	80020-100	Invoice: 5017206007	32.52	
10/14/21	42856	80020-100	Invoice: 5017206006	173.34	
10/14/21	42856	80020-100	Invoice: 5017256031	58.01	
10/14/21	42856	80020-100	Invoice: 5017227503	152.11	
10/14/21	42856	80020-100	Invoice: 5017227504	55.02	
10/14/21	42856	10006-100	Baker & Taylor		471.00
10/14/21	42857	80260-100	Invoice: 75887280	39.73	
10/14/21	42857	80260-100	Invoice: 75899895	48.73	
10/14/21	42857	80260-100	Invoice: 75920257	19.49	
10/14/21	42857	80260-100	Invoice: 75855251	99.71	
10/14/21	42857	80260-100	Invoice: 75855572	68.97	
10/14/21	42857	80260-100	Invoice: 75856116	52.48	
10/14/21	42857	80260-100	Invoice: 75964363	45.73	
10/14/21	42857	10006-100	Cengage Learning Inc/Gale		374.84
10/14/21	42858	80035-100	Invoice: 67360649	32.78	
10/14/21	42858	80210-100	Invoice: 61971970	199.91	
10/14/21	42858	80038-100	Invoice: 67360648	98.00	
10/14/21	42858	80210-100	Invoice: 61971968	34.98	
10/14/21	42858	80030-100	Invoice: 67360647	32.82	
10/14/21	42858	80038-100	Invoice: 61971973	39.44	
10/14/21	42858	80200-100	Invoice: 61971975	25.98	
10/14/21	42858	80025-100	Invoice: 61971971	133.56	
10/14/21	42858	80030-100	Invoice: 61971972	52.00	
10/14/21	42858	80025-100	Invoice: 67360650	19.42	
10/14/21	42858	80025-100	Invoice: 67360646	184.08	



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10/14/21	42858	80230-100	Invoice: 61971969	63.10	
10/14/21	42858	80010-100	Invoice: 61971974	222.00	
10/14/21	42858	80038-100	Invoice: 61976614	61.28	
10/14/21	42858	80210-100	Invoice: 61976620	9.91	
10/14/21	42858	80210-100	Invoice: 61976608	9.89	
10/14/21	42858	80010-100	Invoice: 61976616	20.80	
10/14/21	42858	80210-100	Invoice: 61976609	30.56	
10/14/21	42858	80030-100	Invoice: 61976613	31.20	
10/14/21	42858	80230-100	Invoice: 61976621	5.98	
10/14/21	42858	80025-100	Invoice: 61976618	609.29	
10/14/21	42858	80210-100	Invoice: 61976611	284.53	
10/14/21	42858	80025-100	Invoice: 61976612	92.89	
10/14/21	42858	80230-100	Invoice: 61976610	100.47	
10/14/21	42858	80200-100	Invoice: 61976619	20.78	
10/14/21	42858	80010-100	Invoice: 61976617	235.21	
10/14/21	42858	80010-100	Invoice: 61976615	32.82	
10/14/21	42858	80210-100	Invoice: 61976928	10.78	
10/14/21	42858	80035-100	Invoice: 61976933	8.62	
10/14/21	42858	80038-100	Invoice: 61976931	6.08	
10/14/21	42858	80035-100	Invoice: 61976934	99.57	
10/14/21	42858	80210-100	Invoice: 61976929	16.40	
10/14/21	42858	10006-100	Ingram Library Services		2,825.13
10/14/21	42858a	10006-100	VOID		
10/14/21	42858b	10006-100	VOID		
10/14/21	42858c	10006-100	VOID		
10/14/21	42859	80440-100	Invoice: 501061805	177.90	
10/14/21	42859	80405-100	Invoice: 501061804	58.18	
10/14/21	42859	80410-100	Invoice: 501061806	52.44	
10/14/21	42859	10006-100	Midwest Tape		288.52
			Background Verifications - C.		
10/14/21	42860	85800-100	Cibik, L. Hilleary, S. Moore	148.90	
10/14/21	42860	10006-100	Active Screening		148.90
10/14/21	42861	83500-420	Rent - Dinwiddie Library	300.00	
10/14/21	42861	83500-440	Rent - McKenney Library	300.00	
10/14/21	42861	83500-460	Rent - Rohoic Library	300.00	
10/14/21	42861	10006-100	County of Dinwiddie		900.00
10/14/21	42862	83500-480	Rent - Burrowsville Library	300.00	
10/14/21	42862	83500-430	Rent - Disputanta Library	150.00	
10/14/21	42862	83500-450	Rent - PG Library	1,200.00	
10/14/21	42862	10006-100	County of Prince George		1,650.00
10/14/21	42863	83810-450	Travel - PG - 7/26/21 & 8/24/21	27.57	
10/14/21	42863	83810-450	Travel - PG - 8/26/21 & 8/30/21	27.57	
10/14/21	42863	83810-450	Travel - PG - 9/23/21	11.41	
10/14/21	42863	10006-100	Ginger Mauler		66.55
10/14/21	42864	83810-200	Travel - HQ - 10/5/21	16.36	
10/14/21	42864	10006-100	Nicole Coleman		16.36
10/14/21	42865	85210-100	Gift Card - Staff SRP Winner	50.00	

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10/14/21	42865	85210-100	Indie Music Box, Mindful Moods	60.00	
10/14/21	42865	10006-100	Music for Yoga		110.00
10/14/21	42866	84100-410	Catherine Field	112.82	
10/14/21	42866	10006-100	Telephone - Carson		112.82
10/14/21	42867	84900-410	Granite Telecommunications	415.50	
10/14/21	42867	10006-100	Grounds Maintenance - Carson		415.50
10/14/21	42868	83500-200	Heaton's Lawn Maintenance, LLC	3,750.00	
10/14/21	42868	84300-100	Rent - Hopewell Library	319.07	
10/14/21	42868	10006-100	Inv #6336 - Fuel - All Vehicles		4,069.07
10/14/21	42869	84800-200	Hopewell City Treasurer	4,382.69	
10/14/21	42869	84800-410	Janitorial - HQ	220.00	
10/14/21	42869	84800-420	Janitorial - Carson	350.00	
10/14/21	42869	84800-430	Janitorial - Dinwiddie	256.00	
10/14/21	42869	84800-440	Janitorial - Disputanta	250.00	
10/14/21	42869	84800-450	Janitorial - McKenney	1,485.58	
10/14/21	42869	84800-460	Janitorial - PG	220.00	
10/14/21	42869	84800-480	Janitorial - Rohoic	195.00	
10/14/21	42869	10006-100	Janitorial - Burrowsville		7,359.27
10/14/21	42870	84900-450	MCS Services, Inc.	59.00	
10/14/21	42870	84900-200	Monitoring of Alarms - PG	55.00	
10/14/21	42870	10006-100	Monitoring of Alarms - HQ		114.00
10/14/21	42871	82600-480	Petersburg Alarm Company, Inc.	219.00	
10/14/21	42871	10006-100	Internet - Burrowsville		219.00
10/14/21	42872	82600-200	RuralBand	177.84	
10/14/21	42872	10006-100	Mobile Internet		177.84
10/14/21	42873	82300-100	T-Mobile	98.45	
10/14/21	42873	10006-100	11 Placements in September		98.45
10/14/21	42874	83800-200	Unique Management Services	230.00	
10/14/21	42874	10006-100	Annual Conference - E. Trop		230.00
10/28/21	42875	80020-100	Virginia Library Association	1,120.29	
10/28/21	42875	10006-100	Invoice: 5017306603		1,120.29
10/28/21	42876	80260-100	Baker & Taylor	52.48	
10/28/21	42876	80260-100	Invoice: 75973655	68.97	
10/28/21	42876	80260-100	Invoice: 75972586	48.73	
10/28/21	42876	80260-100	Invoice: 75972226	29.24	
10/28/21	42876	80260-100	Invoice: 76005770	265.40	
10/28/21	42876	10006-100	Invoice: 76036204		464.82
10/28/21	42877	80030-100	Cengage Learning Inc/Gale	120.65	
10/28/21	42877	80200-100	Invoice: 67352228	11.04	
10/28/21	42877	80025-100	Invoice: 67367762	237.28	
10/28/21	42877	80010-100	Invoice: 67367760	48.48	
10/28/21	42877	80210-100	Invoice: 67367761	9.91	
10/28/21	42877	80210-100	Invoice: 67367763	16.40	
10/28/21	42877	80025-100	Invoice: 67367759	15.32	
10/28/21	42877		Invoice: 61983193		

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10/28/21	42877	80230-100	Invoice: 61983190	99.70	
10/28/21	42877	80200-100	Invoice: 61983200	55.86	
10/28/21	42877	80210-100	Invoice: 61983201	49.48	
10/28/21	42877	80230-100	Invoice: 61983204	20.34	
10/28/21	42877	80010-100	Invoice: 61983198	115.93	
10/28/21	42877	80025-100	Invoice: 61983192	9.92	
10/28/21	42877	80030-100	Invoice: 61983194	34.17	
10/28/21	42877	80010-100	Invoice: 61983197	47.48	
10/28/21	42877	80210-100	Invoice: 61983199	38.84	
10/28/21	42877	80030-100	Invoice: 61983195	42.05	
10/28/21	42877	80230-100	Invoice: 61983202	5.98	
10/28/21	42877	80038-100	Invoice: 61983196	19.42	
10/28/21	42877	80230-100	Invoice: 61983203	7.18	
10/28/21	42877	80210-100	Invoice: 61983191	414.64	
10/28/21	42877	80010-100	Invoice: 61983562	11.98	
10/28/21	42877	80230-100	Invoice: 61983560	10.44	
10/28/21	42877	80025-100	Invoice: 61983561	28.32	
10/28/21	42877	80210-100	Invoice: 61983559	15.84	
10/28/21	42877	80030-100	Invoice: 67371540	615.57	
10/28/21	42877	80010-100	Invoice: 67371541	30.75	
10/28/21	42877	10006-100	Ingram Library Services		2,132.97
10/28/21	42877a	10006-100	VOID		
10/28/21	42877b	10006-100	VOID		
10/28/21	42878	80405-100	Invoice: 501099362	152.53	
10/28/21	42878	80440-100	Invoice: 501099328	133.74	
10/28/21	42878	80440-100	Invoice: 501099360	31.68	
10/28/21	42878	80405-100	Invoice: 501099327	130.80	
10/28/21	42878	80410-100	Invoice: 501132764	119.96	
10/28/21	42878	80405-100	Invoice: 501132766	119.28	
10/28/21	42878	80405-100	Invoice: 501132767	184.86	
10/28/21	42878	80440-100	Invoice: 501166456	119.62	
10/28/21	42878	80405-100	Invoice: 501166457	528.67	
10/28/21	42878	80405-100	Invoice: 501166453	34.58	
10/28/21	42878	80410-100	Invoice: 501166454	98.66	
10/28/21	42878	10006-100	Midwest Tape		1,654.38
10/28/21	42878a	10006-100	VOID		
			Membership Dues for 2022 - E.		
10/28/21	42879	84600-200	Trop	150.00	
10/28/21	42879	10006-100	American Library Association		150.00
10/28/21	42880	83700-100	Thermal Paper Labels, CD Cases	619.00	
10/28/21	42880	10006-100	Brodart Co.		619.00
10/28/21	42881	82900-200	Copier Lease	201.40	
10/28/21	42881	10006-100	Canon Financial Services, Inc.		201.40
10/28/21	42882	83700-200	Ink for Duplicator	43.88	
10/28/21	42882	10006-100	Centric Business Systems		43.88
			Items for VLA Scholarship		
10/28/21	42883	85210-100	Basket	52.79	
10/28/21	42883	10006-100	Elizabeth Trop		52.79

Appomattox Reg Library System  
Cash Disbursements Journal  
For the Period From Oct 1, 2021 to Oct 31, 2021

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/28/21	42884	83810-200	Travel - HQ - 10/13/21	23.03	
			Travel - HQ - 10/19/21 and		
			10/21/21	51.72	
10/28/21	42884	83810-200			
10/28/21	42884	10006-100	Nicole Coleman		74.75
10/28/21	42885	85110-100	YS Supplies	56.44	
10/28/21	42885	10006-100	Deborah Wright		56.44
10/28/21	42886	85110-100	YS Supplies	9.01	
10/28/21	42886	10006-100	Rija Mughal		9.01
10/28/21	42887	81210-100	Financed Computer Equipment	2,855.48	
10/28/21	42887	10006-100	GreatAmerica Financial Svcs.		2,855.48
10/28/21	42888	84900-410	Grounds Maintenance - Carson	544.75	
			Heaton's Lawn Maintenance,		
			LLC		544.75
10/28/21	42888	10006-100			
10/28/21	42889	80250-100	ANFSO	390.00	
10/28/21	42889	10006-100	InfoUSA Marketing, Inc.		390.00
10/28/21	42890	84900-450	Monitoring of Alarms - PG	59.00	
10/28/21	42890	84900-200	Monitoring of Alarms - HQ	55.00	
10/28/21	42890	10006-100	Petersburg Alarm Company, Inc.		114.00
Total				164,272.27	164,272.27

## Appomattox Reg Library System

Sam's CK #2022-90E

10/28/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/5/21	Sams 8860	83730-100	Supplies - Staff Coffee	15.96	
10/5/21	Sams 8860	84810-100	Lysol and Wipes	84.28	
10/5/21	Sams 8860	20200-200	Sam's Club Direct		100.24
10/14/21	Sams 8873	83700-100	T-Shirt Bags	19.68	
			Supplies - Staff		
10/14/21	Sams 8873	83710-100	Vending Mach	14.98	
10/14/21	Sams 8873	20200-200	Sam's Club Direct		34.66
Total				134.90	134.90

## Appomattox Reg Library System

Staples CK #2022-91E

10/28/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			Battery, Tape, Sticky		
9/27/21	Staples 8852	83700-100	Notes	45.29	
9/27/21	Staples 8852	20200-300	Staples, Inc.		45.29
10/4/21	Staples 8857	83700-100	Surge Protectos	49.98	
10/4/21	Staples 8857	83700-200	Markers, Cable	39.78	
			Receipt Printer -		
10/4/21	Staples 8857	81100-420	Dinwiddie	231.99	
10/4/21	Staples 8857	81100-100	Receipt Printer	231.99	
10/4/21	Staples 8857	81100-410	Fax - Carson	199.99	
10/4/21	Staples 8857	20200-300	Staples, Inc.		753.73
	Total			799.02	799.02

<b>Date</b>	<b>Trans Description</b>	<b>Debit Amt</b>	<b>Credit Amt</b>	<b>Balance</b>
7/1/21	<b>Beginning Balance</b>			<b>5,798.89</b>
7/29/21	Payment from SB		5,798.89	
7/31/21	July Salary & Benefits	8,400.13		
8/23/21	Payment from SB		8,400.13	
8/31/21	August Salary & Benefits	6,019.40		
9/17/21	Payment from SB		6,019.40	
9/30/21	September Salary & Benefits	6,019.40		
10/15/21	Payment from SB		6,019.40	
10/31/21	October Salary & Benefits	6,019.40		
9/30/21	<b>Ending Balance</b>			<b>6,019.40</b>

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Nov 1, 2021 to Nov 30, 2021

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/4/21	200717	21000-100	Federal Taxes Withheld	3,215.59	
11/4/21	200717	22000-100	Social Security Taxes Withheld	2,849.19	
11/4/21	200717	22000-100	SB Social Security	137.28	
11/4/21	200717	22000-100	ARLS Social Security	2,711.91	
11/4/21	200717	23000-100	Medicare Taxes Withheld	666.37	
11/4/21	200717	23000-100	SB Medicare Taxes	32.11	
11/4/21	200717	23000-100	ARLS Medicare	634.26	
11/4/21	200717	10006-100	Electronic Federal Tax Payment		10,246.71
11/18/21	200718	21000-100	Federal Taxes Withheld	3,064.69	
11/18/21	200718	22000-100	Social Security Taxes Withheld	2,725.65	
11/18/21	200718	22000-100	SB Social Security	137.28	
11/18/21	200718	22000-100	ARLS Social Security	2,588.37	
11/18/21	200718	23000-100	Medicare Taxes Withheld	637.47	
11/18/21	200718	23000-100	SB Medicare Taxes	32.11	
11/18/21	200718	23000-100	ARLS Medicare	605.36	
11/18/21	200718	10006-100	Electronic Federal Tax Payment		9,790.93
11/4/21	2013-710	27000-300	EZ Link Withheld	165.20	
11/4/21	2013-710	70460-100	EZ Link Retirement	363.72	
11/4/21	2013-710	10006-100	Treasurer of Virginia		528.92
11/4/21	2013-711	27000-400	EZ Link Voluntary	290.79	
11/4/21	2013-711	10006-100	Treasurer of Virginia		290.79
11/10/21	2013-713	70540-600	SB Life Insurance	64.21	
11/10/21	2013-713	70540-600	SB VRS Retirement	245.33	
11/10/21	2013-713	27000-200	VRS Withheld	2,933.42	
11/10/21	2013-713	70460-100	ARLS VRS Insurance	841.20	
11/10/21	2013-713	70460-100	ARLS VRS Retirement	2,875.47	
11/10/21	2013-713	10006-100	Treasurer of Virginia		6,959.63
11/18/21	2013-716	27000-300	EZ Link Withheld	165.20	
11/18/21	2013-716	70460-100	EZ Link Retirement	363.72	
11/18/21	2013-716	10006-100	Treasurer of Virginia		528.92
11/18/21	2013-717	27000-400	EZ Link Voluntary Withheld	290.79	
11/18/21	2013-717	10006-100	Treasurer of Virginia		290.79
11/24/21	2022-100E	84000-420	Utilities - Dinwiddie	7.79	
11/24/21	2022-100E	84000-430	Utilities - Disputanta	7.79	
11/24/21	2022-100E	84000-440	Utilites - McKenney	7.79	
11/24/21	2022-100E	84000-450	Utilities - PG	7.79	
11/24/21	2022-100E	10006-100	Diamond Springs		31.16
11/24/21	2022-101E	70550-600	SB Health Insurance	948.00	
11/24/21	2022-101E	70470-100	ARLS Health Insurance	15,168.00	
11/24/21	2022-101E	10006-100	Anthem BlueCross BlueShield		16,116.00
11/24/21	2022-102E	70470-100	Retirees Health Insurance	402.00	
11/24/21	2022-102E	10006-100	Anthem BlueCross BlueShield		402.00
			Background Verification - M.		
11/24/21	2022-103E	85800-100	Emerson	34.00	
11/24/21	2022-103E	10006-100	Active Screening		34.00
			#8299 60 019 0106328 Telephone -		
11/24/21	2022-104E	84100-450	PG	153.30	



Appomattox Reg Library System  
Cash Disbursements Journal  
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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/24/21	2022-104E	82600-450	#8299 60 019 0106328 Internet - PG	314.34	
11/24/21	2022-104E	10006-100	Comcast Communications		467.64
11/24/21	2022-105E	84100-420	#8299 60 020 0108397 Telephone - Dinwiddie	58.40	
11/24/21	2022-105E	82600-420	#8299 60 020 0108397 Internet - Dinwiddie	283.42	
11/24/21	2022-105E	10006-100	Comcast Communications		341.82
11/24/21	2022-106E	84100-460	#8299 60 020 0107829 Telephone - Rohoic	58.40	
11/24/21	2022-106E	82600-460	#8299 60 020 0107829 Internet - Rohoic	283.42	
11/24/21	2022-106E	10006-100	Comcast Communications		341.82
11/24/21	2022-107E	84100-200	#8299 60 017 0205967 Telephone - HQ	477.65	
11/24/21	2022-107E	82600-200	#8299 60 017 0205967 Telephone - HQ	415.33	
11/24/21	2022-107E	10006-100	Comcast Communications		892.98
11/24/21	2022-108E	82600-200	#8299 60 017 0199525 Telephone - HQ	290.36	
11/24/21	2022-108E	10006-100	Comcast Communications		290.36
11/24/21	2022-109E	82600-410	#8299 60 019 0107169 Internet - Carson	209.32	
11/24/21	2022-109E	10006-100	Comcast Communications		209.32
11/24/21	2022-110E	84000-410	Utilities - Carson	113.99	
11/24/21	2022-110E	10006-100	Dominion Energy Virginia		113.99
11/24/21	2022-111E	81100-420	HP Laserjet Printer - Dinwiddie	494.80	
11/24/21	2022-111E	81210-100	Self Checkout Computers	2,774.90	
11/24/21	2022-111E	10006-100	E-N Computers, Inc.		3,269.70
11/24/21	2022-112E	81100-440	Rackmount for McKenney	400.76	
11/24/21	2022-112E	82470-100	Service for Snapshots and Updates	407.25	
11/24/21	2022-112E	81100-410	Battery Backup for Carson	229.99	
11/24/21	2022-112E	10006-100	E-N Computers, Inc.		1,038.00
11/24/21	2022-113E	84700-100	Ink for Postage Meter	66.23	
11/24/21	2022-113E	10006-100	Purchase Power		66.23
11/24/21	2022-114E	20200-300	Staples - 12/07/21	639.40	
11/24/21	2022-114E	10006-100	Staples Credit Plan		639.40
11/24/21	2022-115E	82070-100	West Proflex - October 2020	479.53	
11/24/21	2022-115E	10006-100	Thomson Reuters - West		479.53
11/24/21	2022-116E	83700-100	55X and 87X Toner	339.58	
11/24/21	2022-116E	10006-100	TMA Laser Group, Inc.		339.58
11/29/21	2022-117E	10007-100	Gross MLS	14,192.90	
11/29/21	2022-117E	10007-100	Gross Non MLS	8,200.80	
11/29/21	2022-117E	10007-100	Gross Hourly	10,197.72	
11/29/21	2022-117E	10007-100	Gross Smart Beginnings	1,731.31	
11/29/21	2022-117E	10006-100	ARLS-Payroll		34,322.73
11/1/21	2022-93E	10007-100	Gross MLS	14,192.90	

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Nov 1, 2021 to Nov 30, 2021

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/1/21	2022-93E	10007-100	Gross Non MLS	8,200.80	
11/1/21	2022-93E	10007-100	Gross Hourly	12,988.65	
11/1/21	2022-93E	10007-100	Gross Smart Beginnings	1,731.31	
11/1/21	2022-93E	10006-100	ARLS-Payroll		37,113.66
			#8299 60 019 0107136 Telephone -		
11/10/21	2022-94E	84100-430	Disputanta	58.40	
			#8299 60 019 0107136 Internet -		
11/10/21	2022-94E	82600-430	Disputanta	277.85	
11/10/21	2022-94E	10006-100	Comcast Communications		336.25
11/10/21	2022-95E	82450-100	Monthly Billing for November	2,146.94	
11/10/21	2022-95E	82450-100	Managed Workstations	4,289.34	
11/10/21	2022-95E	10006-100	E-N Computers, Inc.		6,436.28
11/10/21	2022-96E	82070-100	Quarterly Website Hosting	150.00	
11/10/21	2022-96E	10006-100	Richweb Inc.		150.00
11/10/21	2022-97E	20200-400	Suntrust 11/21/21	3,188.09	
11/10/21	2022-97E	10006-100	SunTrust Bank		3,188.09
11/10/21	2022-98E	84100-480	Telephone - Burrowsville	17.10	
11/10/21	2022-98E	10006-100	Verizon		17.10
11/12/21	2022-99E	10007-100	gross mls	14,192.90	
11/12/21	2022-99E	10007-100	gross non-mls	8,200.80	
11/12/21	2022-99E	10007-100	gross hourly	11,299.08	
11/12/21	2022-99E	10007-100	gross SB	1,731.31	
11/12/21	2022-99E	10006-100	ARLS-Payroll		35,424.09
11/10/21	42786V	85830-100	E-Rate Services through 6/30/22		-1,423.96
11/10/21	42786V	10006-100	Library of Virginia	-1,423.96	
11/10/21	42891	80020-100	Invoice: 5017289821	1,702.27	
11/10/21	42891	80250-100	Invoice: 5017335108	36.90	
11/10/21	42891	10006-100	Baker & Taylor		1,739.17
11/10/21	42892	80020-100	Invoice: 76060340	89.57	
11/10/21	42892	80260-100	Invoice: 76061152	59.22	
11/10/21	42892	80260-100	Invoice: 76062111	45.73	
11/10/21	42892	80260-100	Invoice: 76060642	48.73	
11/10/21	42892	10006-100	Cengage Learning Inc/Gale		243.25
11/10/21	42893	80015-100	Invoice: 67374353	63.57	
11/10/21	42893	80210-100	Invoice: 67374350	29.46	
11/10/21	42893	80038-100	Invoice: 67374352	52.68	
11/10/21	42893	81000-300	Invoice: 67372452	865.19	
11/10/21	42893	80030-100	Invoice: 67372451	31.20	
11/10/21	42893	80030-100	Invoice: 67374351	52.00	
11/10/21	42893	80015-100	Invoice: 67372453	469.57	
11/10/21	42893	10006-100	Ingram Library Services		1,563.67
11/10/21	42894	80440-100	Invoice: 501193750	96.16	
11/10/21	42894	80405-100	Invoice: 501193751	83.28	
11/10/21	42894	80410-100	Invoice: 501193752	66.44	
11/10/21	42894	10006-100	Midwest Tape		245.88
			Contract Base Rate 10/3/21 -		
11/10/21	42895	82910-100	1/2/22	212.00	

Appomattox Reg Library System  
Cash Disbursements Journal

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/10/21	42895	82910-100	Contract Overage 7/3/21 - 10/2/21	299.48	
11/10/21	42895	10006-100	Centric Business Systems		511.48
11/10/21	42896	84100-410	Telephone - Carson	113.10	
11/10/21	42896	10006-100	Granite Telecommunications		113.10
11/10/21	42897	84900-200	Fire Alarm System Programming	450.00	
11/10/21	42897	10006-100	Mayo & Associates, Inc.		450.00
11/10/21	42898	80300-200	Newspapers - HQ	624.00	
11/10/21	42898	10006-100	The Progress Index		624.00
11/10/21	42899	83700-100	Toner - 64X	399.66	
11/10/21	42899	10006-100	TMA Laser Group, Inc.		399.66
11/10/21	42900	82600-200	Mobile Internet	177.84	
11/10/21	42900	10006-100	T-Mobile		177.84
11/23/21	42901	80460-100	Invoice: INV2006015	150.83	
11/23/21	42901	10006-100	Blackstone Publishing		150.83
11/23/21	42902	80020-100	Invoice: 5017179595-1	0.30	
11/23/21	42902	80020-100	Invoice: 5017322458	59.08	
11/23/21	42902	80020-100	Invoice: 5017322459	338.99	
11/23/21	42902	80020-100	Invoice: 5017351296	98.90	
11/23/21	42902	80020-100	Invoice: 5017351297	207.76	
11/23/21	42902	10006-100	Baker & Taylor		705.03
11/23/21	42903	80260-100	Invoice: 76132507	212.92	
11/23/21	42903	80260-100	Invoice: 76149430	68.97	
11/23/21	42903	80260-100	Invoice: 76149116	74.22	
11/23/21	42903	80260-100	Invoice: 76150041	79.47	
11/23/21	42903	80260-100	Invoice: 76187971	48.73	
11/23/21	42903	80260-100	Invoice: 76187066	23.99	
11/23/21	42903	80260-100	Invoice: 76188292	59.97	
11/23/21	42903	10006-100	Cengage Learning Inc/Gale		568.27
11/23/21	42904	80030-100	Invoice: 61976930	394.43	
11/23/21	42904	80038-100	Invoice: 61976932	831.64	
11/23/21	42904	80230-100	Invoice: 61988680	119.79	
11/23/21	42904	80230-100	Invoice: 61988686	5.98	
11/23/21	42904	80025-100	Invoice: 61988682	685.63	
11/23/21	42904	80210-100	Invoice: 61988681	47.03	
11/23/21	42904	80210-100	Invoice: 61988679	14.78	
11/23/21	42904	80010-100	Invoice: 61988684	73.91	
11/23/21	42904	80200-100	Invoice: 61988685	23.38	
11/23/21	42904	80038-100	Invoice: 61988683	32.78	
11/23/21	42904	80230-100	Invoice: 61990657	32.36	
11/23/21	42904	80030-100	Invoice: 67379327	304.30	
11/23/21	42904	80200-100	Invoice: 61990656	89.15	
11/23/21	42904	80010-100	Invoice: 61990653	22.08	
11/23/21	42904	80210-100	Invoice: 61990652	30.52	
11/23/21	42904	80015-100	Invoice: 67379328	91.82	
11/23/21	42904	80010-100	Invoice: 61990655	9.86	
11/23/21	42904	80025-100	Invoice: 61990654	91.59	

Appomattox Reg Library System  
Cash Disbursements Journal  
For the Period From Nov 1, 2021 to Nov 30, 2021

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/23/21	42904	80010-100	Invoice: 61991537	60.42	
11/23/21	42904	80210-100	Invoice: 61991533	59.01	
11/23/21	42904	80010-100	Invoice: 61991536	982.04	
11/23/21	42904	80025-100	Invoice: 61991534	92.73	
11/23/21	42904	80010-100	Invoice: 61991535	9.86	
11/23/21	42904	80200-100	Invoice: 61991538	19.48	
11/23/21	42904	80210-100	Invoice: 61993076	66.90	
11/23/21	42904	80210-100	Invoice: 61993077	49.02	
11/23/21	42904	80025-100	Invoice: 61993079	108.51	
11/23/21	42904	80210-100	Invoice: 61993074	5.57	
11/23/21	42904	80230-100	Invoice: 61993078	11.52	
11/23/21	42904	80230-100	Invoice: 61993081	5.98	
11/23/21	42904	80210-100	Invoice: 61993075	29.03	
11/23/21	42904	80038-100	Invoice: 61993080	18.34	
11/23/21	42904	80210-100	Invoice: 67383019	9.29	
11/23/21	42904	80025-100	Invoice: 67383935	26.10	
11/23/21	42904	80025-100	Invoice: 67383936	880.69	
11/23/21	42904	80030-100	Invoice: 67383937	35.58	
11/23/21	42904	80038-100	Invoice: 67383938	8.38	
11/23/21	42904	80010-100	Invoice: 67385322	296.99	
11/23/21	42904	80010-100	Invoice: 61997211	29.13	
11/23/21	42904	80025-100	Invoice: 61997210	39.30	
11/23/21	42904	80210-100	Invoice: 61997209	16.98	
11/23/21	42904	10006-100	Ingram Library Services		5,761.88
11/23/21	42905	80410-100	Invoice: 501231676	30.22	
11/23/21	42905	80405-100	Invoice: 501231679	34.58	
11/23/21	42905	80440-100	Invoice: 501231678	61.66	
11/23/21	42905	80440-100	Invoice: 501263880	263.93	
11/23/21	42905	80405-100	Invoice: 501263882	239.10	
11/23/21	42905	10006-100	Midwest Tape		629.49
11/23/21	42906	81100-100	Honeywell 1470G2D Scanner	1,062.91	
11/23/21	42906	10006-100	Alpha Systems		1,062.91
11/23/21	42907	82900-200	Copier Lease	207.86	
11/23/21	42907	10006-100	Canon Financial Services, Inc.		207.86
11/23/21	42908	83500-460	Rent - Rohoic Library	300.00	
11/23/21	42908	83500-440	Rent - McKenney Library	300.00	
11/23/21	42908	83500-420	Rent - Dinwiddie Library	300.00	
11/23/21	42908	10006-100	County of Dinwiddie		900.00
11/23/21	42909	83500-450	Rent - PG Library	1,200.00	
11/23/21	42909	83500-430	Rent - Disputanta Library	150.00	
11/23/21	42909	83500-480	Rent - Burrowsville Library	300.00	
11/23/21	42909	10006-100	County of Prince George		1,650.00
11/23/21	42910	83810-200	Travel - HQ 11/17, 11/18, 11/22/21	34.64	
11/23/21	42910	10006-100	Nicole Coleman		34.64
11/23/21	42911	85110-100	Crayola Model Magic	52.62	
11/23/21	42911	85110-100	Red Pom Poms	10.52	
11/23/21	42911	10006-100	Sarah Finch		63.14

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Nov 1, 2021 to Nov 30, 2021

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/23/21	42912	83810-100	Parking - VPLDA Conference	20.00	
11/23/21	42912	10006-100	Brian Manning		20.00
11/23/21	42913	83810-200	Travel - VLA Conference 10/28-10/29/21	65.38	
11/23/21	42913	10006-100	Elizabeth Trop		65.38
11/23/21	42914	83810-200	Travel - HQ 10/15/21 and 10/18/21	26.66	
11/23/21	42914	84510-100	Farmer's Market Supplies	27.34	
11/23/21	42914	10006-100	Megan Kitchen		54.00
11/23/21	42915	85210-100	Book Sales - I Love You More than Coffee	128.00	
11/23/21	42915	10006-100	Melissa Face		128.00
11/23/21	42916	83500-200	Rent - Hopewell Library	3,750.00	
11/23/21	42916	84300-100	Inv #6500 - Fuel - All Vehicles	337.32	
11/23/21	42916	84320-100	Inv #6500 - Parts - Uplander	6.47	
11/23/21	42916	10006-100	Hopewell City Treasurer		4,093.79
11/23/21	42917	84800-200	Janitorial - HQ	4,558.00	
11/23/21	42917	84800-410	Janitorial - Carson	220.00	
11/23/21	42917	84800-420	Janitorial - Dinwiddie	350.00	
11/23/21	42917	84800-430	Janitorial - Disputanta	256.00	
11/23/21	42917	84800-440	Janitorial - McKenney	250.00	
11/23/21	42917	84800-450	Janitorial - PG	1,545.00	
11/23/21	42917	84800-460	Janitorial - Rohoic	220.00	
11/23/21	42917	84800-480	Janitorial - Burrowsville	195.00	
11/23/21	42917	10006-100	MCS Services, Inc.		7,594.00
11/23/21	42918	82600-480	Internet - Burrowsville	219.00	
11/23/21	42918	10006-100	RuralBand		219.00
11/23/21	42919	82300-100	14 Placements in October	125.30	
11/23/21	42919	10006-100	Unique Management Services		125.30
Total				199,376.03	199,376.03

## Appomattox Reg Library System

Suntrust CK #2022-97E

11/10/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/28/21	Amazon 8851.1	83700-100	Envelopes	48.76	
9/28/21	Amazon 8851.1	20200-400	Amazon.com		48.76
9/29/21	ALA 9/29/21	80070-100	Professional Materials - Books	67.00	
9/29/21	ALA 9/29/21	20200-400	American Library Association		67.00
9/30/21	Google 9/30/21	82020-100	Google E-Mail	390.00	
9/30/21	Google 9/30/21	20200-400	Google		390.00
9/30/21	Read 9/30/21	80210-100	Adult Fiction - SO	81.06	
9/30/21	Read 9/30/21	20200-400	Reader Service		81.06
10/1/21	Amazon 10/1/21.1	80030-100	Juvenile Easys	9.24	
10/1/21	Amazon 10/1/21.1	20200-400	Amazon.com		9.24
10/1/21	Amazon 10/1/21.2	80030-100	Juvenile Easys	6.79	
10/1/21	Amazon 10/1/21.2	20200-400	Amazon.com		6.79
10/2/21	Amazon 10/2/21	80038-100	Juvenile Fiction	8.04	
10/2/21	Amazon 10/2/21	20200-400	Amazon.com		8.04
10/4/21	Event 8859	83800-100	GRAVA Conference	6.94	
10/4/21	Event 8859	20200-400	Eventbrite		6.94
10/4/21	PLA 8862	83800-100	PLA Conference	525.00	
10/4/21	PLA 8862	20200-400	Public Library Association		525.00
10/7/21	Amazon 10/7/21	80020-100	Adult Non-Fiction	41.39	
10/7/21	Amazon 10/7/21	20200-400	Amazon.com		41.39
10/8/21	Amazon 10/8/21	80025-100	Adult Fiction	13.15	
10/8/21	Amazon 10/8/21	20200-400	Amazon.com		13.15
10/11/21	Amazon 8864	81100-410	Refridgerator - Carson	159.99	
10/11/21	Amazon 8864	83700-410	Air Filters	73.98	
10/11/21	Amazon 8864	20200-400	Amazon.com		233.97
10/11/21	Amazon 8865	83700-100	Paint, File Folders, Charcoal	98.84	
10/11/21	Amazon 8865	20200-400	Amazon.com		98.84
10/11/21	Amazon 8866	83700-100	Poster Decorations	325.86	
10/11/21	Amazon 8866	20200-400	Amazon.com		325.86
10/13/21	ALA 8871	83800-200	Conf/Workshop Registration- HQ	331.20	
10/13/21	ALA 8871	20200-400	American Library Association		331.20
10/13/21	Amazon 10/13/21	80030-100	Juvenile Easys	14.95	
10/13/21	Amazon 10/13/21	80010-100	Y/S Non Fiction	30.16	
10/13/21	Amazon 10/13/21	20200-400	Amazon.com		45.11
10/14/21	Amazon 10/14/21	80025-100	Adult Fiction	29.90	
10/14/21	Amazon 10/14/21	80010-100	Y/S Non Fiction	37.98	
10/14/21	Amazon 10/14/21	20200-400	Amazon.com		67.88
10/14/21	Amazon 8874	83700-100	Toner/Waste Cartridge	245.69	
10/14/21	Amazon 8874	20200-400	Amazon.com		245.69
10/14/21	Read 10/14/21	80210-100	Adult Fiction - SO	70.25	
10/14/21	Read 10/14/21	20200-400	Reader Service		70.25
10/16/21	Marriott 8900	83810-200	Travel -HQ	24.00	

## Appomattox Reg Library System

Suntrust CK #2022-97E

11/10/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/16/21	Marriott 8900	20200-400	Marriott		24.00
			Charity Foundation		
10/18/21	Rotary 8879	85800-100	Banquet	45.00	
10/18/21	Rotary 8879	20200-400	Rotary		45.00
			Lunch - Oct Board		
10/21/21	Panera 8881	85800-100	Meeting	159.17	
10/21/21	Panera 8881	20200-400	Panera Bread		159.17
10/26/21	Amazon 10/26/21.1	80020-100	Adult Non-Fiction	23.68	
10/26/21	Amazon 10/26/21.1	20200-400	Amazon.com		23.68
10/26/21	Amazon 10/26/21.2	80020-100	Adult Non-Fiction	6.83	
10/26/21	Amazon 10/26/21.2	20200-400	Amazon.com		6.83
10/26/21	Amazon 10/26/21.3	80020-100	Adult Non-Fiction	236.36	
10/26/21	Amazon 10/26/21.3	20200-400	Amazon.com		236.36
			Supplies - Adult		
10/26/21	Lamb 8885	85210-100	Programming	76.88	
			Lamb Center for Arts and		
10/26/21	Lamb 8885	20200-400	Healing		76.88
Total				3,188.09	3,188.09

Appomattox Reg Library System  
Staples CK #2022-114E  
11/24/21

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/13/21	Staples 8869	84810-100	Toilet Tissue	51.28	
			Labels, Paper,		
10/13/21	Staples 8869	83700-100	Rubberbands	156.81	
10/13/21	Staples 8869	20200-300	Staples, Inc.		208.09
11/4/21	Staples 8895	84810-100	Paper towels	79.62	
11/4/21	Staples 8895	83700-100	Calendars, Toner	351.69	
11/4/21	Staples 8895	20200-300	Staples, Inc.		431.31
	Total			639.40	639.40



<b>Date</b>	<b>Trans Description</b>	<b>Debit Amt</b>	<b>Credit Amt</b>	<b>Balance</b>
7/1/21	<b>Beginning Balance</b>			<b>5,798.89</b>
7/29/21	Payment from SB		5,798.89	
7/31/21	July Salary & Benefits	8,400.13		
8/23/21	Payment from SB		8,400.13	
8/31/21	August Salary & Benefits	6,019.40		
9/17/21	Payment from SB		6,019.40	
9/30/21	September Salary & Benefits	6,019.40		
10/15/21	Payment from SB		6,019.40	
10/31/21	October Salary & Benefits	6,019.40		
11/29/21	Payment from SB		6,019.40	
11/30/21	November Salary & Benefits	6,019.40		
11/30/21	<b>Ending Balance</b>			<b>6,019.40</b>

## **Community Engagement**

10/13/21	Downtown Strategies Reception – Hopewell Downtown Partnership
10/22/21	Prince George County Job Fair
11/04/21	CultureWorks Tri-Cities Meeting
11/04/21	Hopewell Downtown Partnership Strategies Meeting
11/10/21	VDH Zoom meeting on COVID test giveaway
11/12/21	LambArts Art Fete'
12/04/21	Prince George Christmas Parade
12/05/21	Hopewell Light Up the Night

Appomattox Regional Library System

# EXPLORE



Sponsored by the Friends of the Library  
Jan - Feb 2022

12 new  
chapters,  
365 new  
chances.

Inside

Book Groups

Page 2

Page 4

Story Time

Writing Workshop  
for Parents

Page 5

Programs subject to change in response to  
Local, State, and Federal guidelines regarding Covid-19.





### Hopewell Library x1001

209 E Cawson St., Hopewell, VA23860  
Mon.- Thurs. 9:00 am- 8:00pm  
Fri.- Sat. 9:00 am- 6:00pm

### Burrowsville Library x2950

18701 James River Dr.,Disputanta, VA 23842  
Mon.- Weds. 3:00pm- 7:00pm  
Thurs. 10:00 am- 7:00pm  
Sat. 10:00 am- 1:00pm

### Carson Depot Library x2910

16101 Halligan Park Rd.,Carson, VA23830  
Mon.- Thurs. 3:00pm- 7:00pm  
Fri. 10:00 am- 6:00pm  
Sat. 10:00 am- 1:00pm

### Dinwiddie Library x2920

14103 Boydton Plank Rd., Dinwiddie, VA 23841  
Mon., Tues. & Thurs. 3:00pm- 7:00pm  
Weds. 10:00 am- 7:00pm  
Fri. 3:00pm- 6:00pm  
Sat. 10:00 am- 1:00pm

### Disputanta Library x2930

10010 County Dr., Disputanta, VA 23842  
Mon., Weds. & Thurs. 3:00pm- 7:00pm  
Tues. 10:00 am- 7:00pm  
Fri. 3:00pm- 6:00pm

### McKenney Library x2940

20916 Old School Rd., McKenney, VA 23872  
Mon. & Weds.- Thurs. 3:00pm- 7:00pm  
Tues. 10:00 am- 7:00pm  
Fri. 3:00pm- 6:00pm

### Prince George Library x2970

6605 Courts Dr.,Prince George, VA 23875  
Mon.- Thurs. 10:00 am- 7:00pm  
Fri.- Sat. 10:00 am- 6:00pm

### Rohoic Library x2960

7301 Boydton Plank Rd.  
Petersburg VA, 23803  
Mon.-Weds. 3:00pm- 7:00pm  
Thurs. 11:00 am- 7:00pm  
Fri. 3:00pm- 6:00pm

[WWW.ARLS.ORG](http://WWW.ARLS.ORG)



### HOLIDAY CLOSINGS

All ARLS locations will be closed

#### New Year

Saturday, Jan. 1

#### MARTIN LUTHER KING, JR. DAY

Monday, Jan. 17

#### PRESIDENTS DAY

Monday, Feb.21

### Library Board Meetings

The Appomattox Regional Library  
Board Of Trustees Meets At **1 pm On**  
**The Third Tuesday** Of Each Month

**January 18 Dinwiddie Library**  
**February 14 Prince George Library**  
**March 15 Carson Library**

### Board of Trustees

**Ann Williams**  
City of Hopewell  
Current - February 28, 2022

**Juanita Thorne**  
Prince George County  
Current - June 30, 2022

**Carol King**  
Dinwiddie County  
Current- October 31, 2022

**Susan Eliades**  
City of Hopewell  
Current- October 31, 2023

**William Thomas Sr.**  
Prince George County  
Current - June 30, 2023

**Sandra Ruffin**  
Dinwiddie County  
Current- December 31, 2024

**Dave Harless**  
City of Hopewell  
Current- October 31, 2023

**Amanda Binford**  
Prince George County  
Current- July 31, 2025

**Randi Hawkins**  
Dinwiddie County  
Current- October 31, 2025

ARLS mission is to foster  
lifelong learning, the  
availability of information,  
and the exchange of ideas  
using library resources and  
emerging technology.

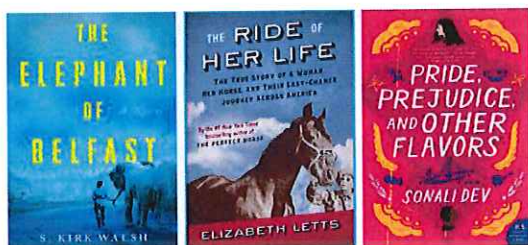


## Book Groups

### Hopewell Library

Fourth Tuesdays At 6:30 pm via Zoom

**January 25/** The Elephant of Belfast by Kirk Walsh  
**February 22/** The Ride of her Life by Elizabeth Letts  
**March 22/** Pride, Prejudice, and Other Flavors by Sonali Dev



### Dinwiddie Library

Third Thursdays At 7:00 pm

**January 20/** The Premonition by Michael Lewis  
**February 17/** The Four Winds by Kristin Hannah  
**March 17/** The Elephant of Belfast by Kirk Walsh



## Fitness at the Library



Unvaccinated participants are required to wear a mask. Class sizes will be limited and participants will need to sign in. If you test positive after a fitness class please call the library at 804-458-6329 so appropriate action can be taken.

### Sit & Be Fit **Beginning Jan. 11, 2022**

Hopewell Library

Tuesdays, 10:30-11:30 am

This full-body workout is designed to be done from both a seated chair and a standing position.

### Yoga For Beginners **Beginning Jan. 13, 2022**

Prince George Library

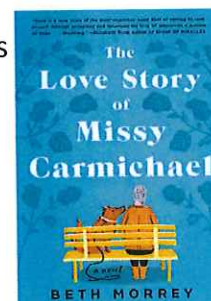
Thursdays, 10:30 am -12:00 pm

This gentle class offers flowing movements at a gentle pace. Bring a yoga mat to class.

## Reviews from Librarians

### The Love Story of Missy Carmichael by Beth Morrey

This is a feel-good story about friendship, family, and love. Missy Carmichael is a 79-year-old woman who once had a bustling life but now lives alone. Two strangers and a lovable dog break through her somewhat grumpy personality and show her how life is enriched with good friends. This is the author's debut novel and is well written although is slow to start. Not many books are written about older people, and this will be an enjoyable read for those who liked A Man Called Ove.



-Elizabeth Trop

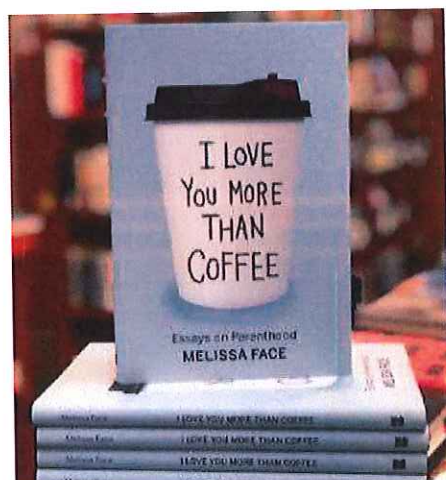
More reviews from ARLS librarians can be found on our official Youtube page.

### Writing Workshop for Parents

Hopewell Library

Saturday, Feb. 19, 1 pm

Join Melissa Face, author of *I Love You More Than Coffee: Essays on Parenthood*, for an afternoon workshop of writing and sharing the stories that connect us as parents. Parenting is undoubtedly the most rewarding and most challenging job there is. Writing about the moments of success, as well as the turbulent times, is the perfect way to sort out experiences and remember milestones. Sharing the good and bad of parenthood helps us remember that we are not alone on this journey.



Signed copies are available at  
*The Readers Friend Bookstore*  
**\$16.00**

The Hopewell- Prince George Friends of  
the Library will receive 20%

### Blood Drive

Hopewell Library

Friday, Mar. 4

11 am- 4 pm

*Give The Gift Of Life This Spring!*

**Appointments are required.** For an appointment visit [redcrossblood.org](http://redcrossblood.org) search sponsor code: hopewelllibrary or zip code 23860

### Southside From The Heart

Join our knitters and crocheters as they create items for local hospitals, nursing homes, and shelters. Crafters of all ages and skill levels are welcome.

#### Prince George Library

1st, 3rd, & 5th Tuesday from 2-4 pm

#### McKenney Library

1st & 3rd Wednesday from 3- 5 pm

#### Dinwiddie Library

2nd & 4th Wednesday from 1-3 pm

#### Hopewell Library

1st, 3rd & 5th Thursday from 10 am-12 pm

2nd & 4th Thursday from 5:30-7 pm

## Meet Libby.

The new app from OverDrive that makes eBooks and Audiobooks easy!







We are posting weekly to our official YouTube page about a variety of topics.

## Story Time

Story time programs aim to instill a love of reading by encouraging parents and other special adults to read aloud to children. For children from birth to age 5.

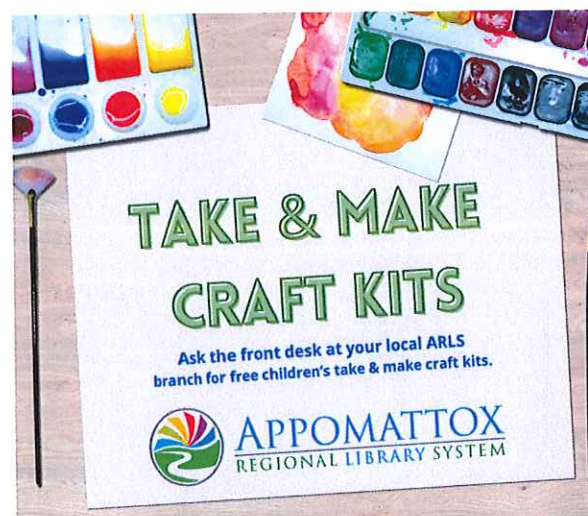
**Hopewell Library:** Mondays at 10:30 am

**Dinwiddie Library:** Wednesdays at 10:30 am

**Prince George Library:** Thursdays at 10:30 am

**Rohoic Library:** Thursdays at 10:30 am

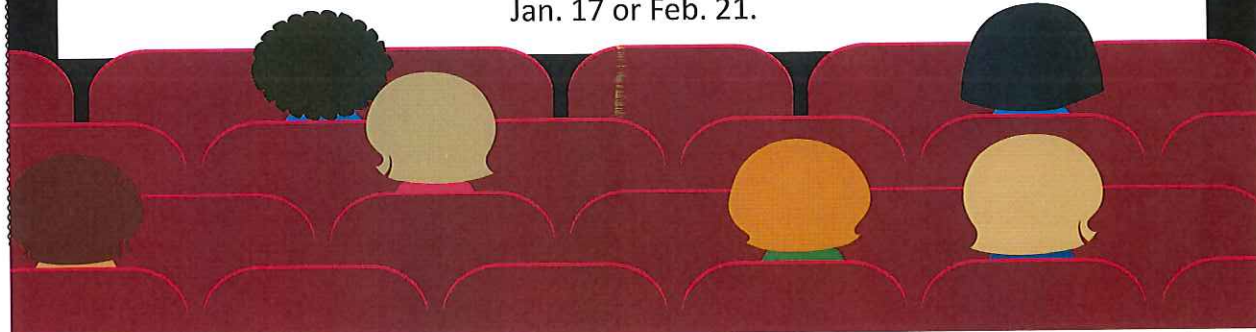
**Masks are required for ages 2+ at all indoor programs.**



## Mystery Movie Monday.

Join us on Monday nights for a movie night at the library.  
What movie will you see? Who knows? It's a mystery!

We will not have this program on  
Jan. 17 or Feb. 21.



FRIENDS OF THE APPOMATTOX REGIONAL LIBRARY SYSTEM

# *Buck-A-Bag* *Booksale*



Saturday, April 23, 2022  
11 AM- 2 PM  
Hopewell Community Center  
100 West City Point Rd.  
Hopewell, VA 23860  
804-458-6329 ext. 2001  
[www.arls.org](http://www.arls.org)



Appomattox Regional Library System  
209 East Cawson Street  
Hopewell, VA 23860



UNITED FOR LIBRARIES

# ALL-ACCESS STATEWIDE TRAINING



# LIBRARY OF VIRGINIA



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

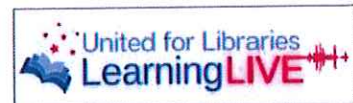
Resources include:



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



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



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



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

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

## On-Demand Webinars

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



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

Code: R8MA5PT3

## Contact us

☎ 312-280-2161

✉ [united@ala.org](mailto:united@ala.org)

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



UNITED FOR LIBRARIES

# ALL-ACCESS STATEWIDE TRAINING

Register:

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

Code: R8MA5PT3

## Trustee Training

### Short Takes for Trustees

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

### Trustee Academy

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

## Learning Live

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

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

TOOLS FOR TRUSTEES

FRAMEWORK FOR FOUNDATIONS

FOCUS ON FRIENDS

## Publications

### Books

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

### Library Board Practical Guides

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

### Toolkits

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

### Other

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

Phone: (312) 280-2161

Email: [united@ala.org](mailto:united@ala.org)

## On-Demand Webinars

- ☐ A Conversation About Library Advocacy with Author Simon Sinek
- ☐ Advocacy and Equity: How Library Boards Can Create Lasting Impact through Compelling Cases and Outreach
- ☐ Advocacy for Your Library During a Crisis
- ☐ Annual Giving Campaigns: Best Practices From Across the Country
- ☐ Ask, Listen, Plan: Engaged Planning for Trustees, Directors and Other Library Leaders
- ☐ Auditing Diversity in Library Collections
- ☐ Broadening the Scope of Small/Mid-Sized Library Foundations
- ☐ Challenges & Crises: Preparing Your Board of Trustees
- ☐ Communication and Dispute Resolution Strategies for Board Problems
- ☐ Crafting a Compelling Case for Support
- ☐ Disputes with the Director
- ☐ Engaging Library Supporters During the COVID-19 Pandemic
- ☐ Friends and Trustees Under 40: Recruit Them, Retain Them, Engage Them
- ☐ Friends of the Library & the Future of Booksales Chapter 1
- ☐ Friends of the Library & the Future of Booksales Chapter 2
- ☐ Funding Equity: Foundations Creating a Platform for Diverse Library Services
- ☐ Great Boards Don't Happen by Accident
- ☐ Heal, Recover, Grow: Re-Framing Library Advocacy to Meet Our Community's Greatest Needs
- ☐ How Everyday Relationships Build Support and Help Libraries Transform
- ☐ How Foundations and Friends Can Support Their Libraries During COVID-19
- ☐ How to Hug a Porcupine: Relationship Building with Lawmakers and Why It's Important
- ☐ Integrating Diversity, Inclusion, and Equity into Your Board Culture
- ☐ Key Findings from New Libraries' COVID-19 Response Survey
- ☐ Leaving a Legacy Through Planned Giving
- ☐ Libraries, Friends and Foundations: At an Unexpected Crossroads
- ☐ Library Campaign Training Institute
- ☐ Library of Virginia Friends Workshop, Parts 1-3
- ☐ Library of Virginia Trustees Workshop, Parts 1-3
- ☐ Local, State, and National Library Advocacy: A Grasstop Approach
- ☐ Merging Your Library's Friends Group & Foundation
- ☐ National Friends of Libraries Week
- ☐ Responding to a Budget Crisis
- ☐ Responding When COVID Comes to Your Library: Learning From Real Stories
- ☐ The Library Community Moving Forward in the New Normal

- ☐ Understanding Donor Data Analytics: Why it Matters and What You Can Do With It
- ☐ What's Your E? - The E's of Libraries
- ☐ With Friends Like These
- ☐ Working Together, Planning for Reopening: Policy and Legal Issues for Reopening a Public Library
- ☐ Working with Friends and Foundations: Playing for the Same Team

## Tip Sheets

- ☐ A Checklist for Friends Board Strategic Planning
- ☐ A Checklist for Planning Successful Friends Group Programs
- ☐ A Sample Memorandum of Understanding Between a Friends Group and Library
- ☐ Advocacy Campaigns - Legal Limits on Spending for Non-Profits
- ☐ Branch Friends of the Library Groups
- ☐ Evaluating the Library Director
- ☐ Friends Group Board Development
- ☐ Friends Group Board Diversity
- ☐ Fundraising Campaigns for Friends and Foundations
- ☐ Getting & Keeping Members in Your Friends Group
- ☐ Governing (Independent) Library Boards vs. Advisory Library Boards: Which are Better?
- ☐ Guidelines for Friends Group Giving to the Library
- ☐ How to Chair a Committee
- ☐ How to Organize a Friends of the Library Group
- ☐ How to Organize a Library Foundation
- ☐ How to Organize a School Friends of the Library Group
- ☐ How to Organize an Academic Friends Group
- ☐ Introduction to Planned Giving
- ☐ Library Mission Statements
- ☐ Library Support for Friends Activities
- ☐ Methods of Planned Giving
- ☐ Moving to Center Stage in the Community & on Campus
- ☐ Planning a Book and Author Event
- ☐ Public Library Trustee Ethics Statement
- ☐ Revitalizing Your Friends Group
- ☐ State Friends Groups
- ☐ The Role of Library Trustees
- ☐ The Role of the Friends Board
- ☐ Trustee Competencies
- ☐ Twelve Golden Rules for Board Members
- ☐ When a Friend Steps Out of Bounds
- ☐ When Friends Aren't Friendly
- ☐ When Friends Aren't Friendly, Part 2

## Other

- ☐ Friend Your Library Bookmark Files
- ☐ Friend Your Library Poster Files