

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

March 15, 2022

Carson Depot Library

1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

March 15, 2022

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 15, 2022 Regular Meeting
Statistical Report – dated March 15, 2022
Financial Report – dated March 15, 2022
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Friends annual programs (April 2 & April 24)
- R3.** Return of in-person programming
- R4.** Staff Appreciation
- R5.** Antigen Tests availability
- R6.** PLA Conference online

Committee Reports:

New Business:

Unfinished Business

Review of Library Informational Pamphlet

Adjournment - Next Meeting: March 15, 2022 at the Carson Library

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of February 15, 2022**

Call to Order: Chairman William Thomas called the meeting to order at 1:00 pm.

Trustees Present: David Harless (H), Susan Eliades (H), Carol King (D), Randi Hawkins (D), William Thomas (PG), and Juanita Thorne (PG)

Trustees Absent: Dr. Sandra Ruffin(D) and Amanda Binford (PG)

Staff Present: Brian Manning, Nicole Coleman, and Chris Wiegard

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

Approval of Consent Agenda: Mr. Thomas asked Mr. Manning about expected grant monies listed on the Financial Report. Mr. Manning explained that the grant monies will be paid after the library spends a matching amount by June 30, 2022. Some grant improvements have already been completed such as computer firewalls and library furnishings. One of the additional projects planned is a "Story Walk" at the Eastern Virginia Rivers National Wildlife Refuge. Similar story walks are planned outside the Rohoic Library in Dinwiddie and in Hopewell. Ms. Thorne made a motion to approve the consent agenda. Ms. Eliades seconded the motion and it was approved unanimously.

Communications: None

Citizen Comments: The Board welcomed guests, Beth Hoover Lipp, Sarah Hoover Marsteller, and Melissa Hoover Norris. Their mother, Helen (Ann) Benesek Hoover, was a major force behind the establishment of the Prince George Library. In order to honor Ms. Hoover, the Board and the family had previously agreed to have her portrait commissioned. The family requested the portrait and a plaque be installed near the front entrance of the Prince George Library. They requested a formal installation ceremony. Their closing message was, "One person can make a difference".

Report of Library Director:

R1. At the request of Mr. Manning, Ms. Coleman reported openings for a library assistant in the Carson and Dinwiddie Libraries. Several potential candidates are being considered.

R2. Several friends group events are planned in April. The Friends of the Library Dinwiddie (FOLD) will hold their Annual Meeting on April 24. It is scheduled to be held in the Historic Dinwiddie Courthouse and will feature antique appraisals. The Hopewell Prince George Friends will hold a talk by author, Donna Everhart on April 2.

R3. ARLS is working with the Virginia Employment Commission to hold employment workshops. Currently a workshop is planned at the Hopewell Library. Future workshops are also being planned at Prince George and Dinwiddie library locations.

R4. The Comprise Computer and Print Management System has been installed in the Hopewell Library. It will be installed at all ARLS locations. It provides a way for library users to print wirelessly while in the building. In addition, they can order and pay for printing from off-site locations and pick the printing up later.

R5. Several improvements have been made to ARLS facilities. The Friends of the Library Dinwiddie have replaced carpeting on the stage at the Dinwiddie Library. The Disputanta Library has been painted. The large meeting room in the Hopewell Library (HMA) has been painted and carpeted. Installation of new projection TVs has begun in several of the recently reopened large meeting rooms.

R6. The ARLS annual audit has been completed by our new accounting firm. Copies of the report will be sent digitally to Board members.

R7. There remains a vacancy on the Board of Trustees for a representative from Hopewell.

Committee Reports:

Mr. Thomas requested a summary of the Development Committee's report from the January Board Meeting. Mr. Harless stated that the committee felt that the ALA trustee training classes would be better to be done individually rather than as a group. If a subject came up that would benefit the entire group, other options could be considered at that time.

New Business:

Discussion was held regarding the portrait of Ms. Hoover. Mr. Harless made a motion to honor the family's requests. Ms. Eliades seconded the motion and it was passed unanimously.

Unfinished Business:

Mr. Harless made a motion to nominate Ms. Eliades for the position of Board Treasurer. Ms. Thorne seconded the motion. An election was held and Ms. Eliades was elected unanimously. Mr. Thomas will notify the Board of any changes in committee assignments at the next meeting.

Adjournment:

Ms. Thorne made a motion to adjourn the meeting. Ms. Hawkins seconded the motion and it was approved unanimously. Mr. Thomas adjourned the meeting at 2:04 pm.

Next Meeting: March 15, 2022 at 1:00 pm at the Carson Library

Fund#	EXPENSES 02/28/2022	FY22	TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
		Adopted Budget	PREVIOUS MONTH	EXPENSES - 02/2022	02/28/22	SPENT	
	Personnel						
200	MLS Salaries & Wages	\$491,370	\$294,767	\$37,048	\$331,815	67.5%	\$159,555
201	Non-MLS Salary & Wages	\$637,908	\$378,291	\$49,238	\$427,529	67.0%	\$210,379
202	Benefits for Staff/Retirees	\$329,576	\$189,309	\$25,852	\$215,161	65.3%	\$114,415
	Total Personnel	\$1,458,854	\$862,366	\$112,139	\$974,505	66.8%	\$484,349
	Books & Materials						
300	Books	\$97,000	\$53,777	\$7,963	\$61,740	63.6%	\$35,260
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$15,264	\$2,979	\$18,243	60.8%	\$11,757
303	Print News & Periodicals	\$10,000	\$1,257	\$546	\$1,803	18.0%	\$8,197
304	Audiovisual Materials	\$25,000	\$14,108	\$1,691	\$15,799	63.2%	\$9,201
305	Electronic Materials	\$5,500	\$229	\$0	\$229	4.2%	\$5,272
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$8,862	\$0	\$8,862	35.4%	\$16,138
	Total Books & Materials	\$213,500	\$93,497	\$13,179	\$106,676	50.0%	\$106,824
	Capital Expenditures						
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$20,000	\$18,519	(\$515)	\$18,005	90.0%	\$1,996
401	Computer Hardware	\$40,000	\$64,595	(\$15,433)	\$49,162	122.9%	(\$9,162)
	Total Capital Expenditures	\$60,000	\$83,115	(\$15,948)	\$67,167	111.9%	(\$7,167)
	Contractual						
500	Lyasis ILL Services	\$3,100	\$3,178	\$0	\$3,178	102.5%	(\$78)
	Software & Web Based App.						
501	Licensing Contracts	\$35,000	\$28,253	\$4,310	\$32,563	93.0%	\$2,437
502	Audit	\$20,000	\$17,246	\$0	\$17,246	86.2%	\$2,754
503	Cataloging MARC Records	\$3,000	\$2,349	\$0	\$2,349	78.3%	\$651
504	Unique Management	\$2,000	\$1,101	\$0	\$1,101	55.0%	\$899
505	Computer Support/Service Calls	\$70,000	\$45,833	\$6,220	\$52,053	74.4%	\$17,947

Fund#	EXPENSES 02/28/2022	FY22		TOTAL SPENT TO		MONTHLY		TOTAL EXPENSES		PERCENTAGE SPENT	BALANCE
		Adopted Budget	PREVIOUS MONTH	EXPENSES - 02/2022	EXPENSES - 02/28/22						
507	Telecomm Internet Line Charges	\$25,000	\$19,702	\$3,028	\$22,731	90.9%	\$2,269				
508	Printing and Publications	\$4,200	\$0	\$265	\$265	6.3%	\$3,935				
	Total Contractual	\$162,300	\$117,663	\$13,824	\$131,487	81.0%	\$30,813				
	Facilities/Maint./Operations										
600	Equip. Repair & Maintenance	\$7,000	\$3,119	\$1,110	\$4,230	60.4%	\$2,770				
601	TLC Maintenance Contract	\$17,000	\$16,802	\$0	\$16,802	98.8%	\$198				
602	Facilities and Rent	\$76,650	\$44,100	\$6,300	\$50,400	65.8%	\$26,250				
603	Supplies	\$25,000	\$9,722	\$1,158	\$10,880	43.5%	\$14,120				
604	Travel / Workshops /Conf. Fees	\$7,000	\$3,653	\$623	\$4,276	61.1%	\$2,724				
605	Training / Education	\$3,000	\$380	\$0	\$380	12.7%	\$2,620				
606	Utilities	\$2,000	\$1,405	\$343	\$1,748	87.4%	\$252				
607	Telephone (Voice)	\$13,000	\$7,291	\$1,107	\$8,398	64.6%	\$4,602				
608	Insurance	\$13,000	\$469	\$0	\$469	3.6%	\$12,531				
609	Vehicle Maintenance & Fuel	\$5,000	\$1,782	\$0	\$1,782	35.6%	\$3,218				
610	Job & Contracting Advertising	\$1,000	\$0	\$0	\$0	0.0%	\$1,000				
611	Promotional Advertising	\$2,260	\$279	\$0	\$279	12.3%	\$1,981				
612	Organization/Association Dues	\$3,500	\$2,881	\$55	\$2,936	83.9%	\$564				
613	Postage	\$5,500	\$3,366	\$107	\$3,472	63.1%	\$2,028				
614	Janitorial	\$76,000	\$51,242	\$6,900	\$58,142	76.5%	\$17,858				
615	Other Building Maintenance	\$15,000	\$6,042	\$465	\$6,507	43.4%	\$8,493				
	Total	\$271,910	\$152,534	\$18,168	\$170,702	62.8%	\$101,208				
	Facilities/Maint./Operations										
	Programs/Activities/Other										
700	YS Summer Reading Program	\$7,000	(\$2,190)	\$0	(\$2,190)	-31.3%	\$9,190				
701	YS Programming & Supplies	\$4,500	(\$293)	\$0	(\$293)	-6.5%	\$4,793				
703	Adult Programming Supplies	\$7,000	\$1,956	\$0	\$1,956	27.9%	\$5,044				

Fund#	EXPENSES 01/31/2022	FY22		TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
		Adopted	Budget	PREVIOUS MONTH	EXPENSES - 01/2022	01/31/22	SPENT	
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		\$4,119	\$418	\$4,538	46.8%	\$5,162
	Total Programs/Activ./Other	\$49,700		\$3,942	\$418	\$4,361	8.8%	\$45,339
	GRAND TOTALS		\$2,216,264	\$1,313,117	\$141,780	\$1,454,897	65.6%	\$761,367

Statistical Report
February 15, 2022

REFERENCE QUESTIONS - FY2022	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	9	24	25	25	24	43	27	32	0	0	0	0	209
Carson Depot	83	56	40	21	15	36	37	25	0	0	0	0	313
Dinwiddie	144	184	69	101	107	111	161	164	0	0	0	0	1,041
Disputanta	37	68	45	37	24	60	77	58	0	0	0	0	406
Hopewell	1,075	1,003	1,304	960	761	801	1,308	885	0	0	0	0	8,097
McKenney	102	108	58	99	108	131	117	124	0	0	0	0	847
Prince George	461	483	451	513	340	427	489	503	0	0	0	0	3,667
Rohoic	13	33	48	45	37	45	92	58	0	0	0	0	371
TOTALS	1,924	1,959	2,040	1,801	1,416	1,654	2,308	1,849	0	0	0	0	14,951
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	24	6	4	5	4	4	7	5	0	0	0	0	59
	2	2	2	3	2	0	1	4	0	0	0	0	16
Carson Depot Workstation	33	58	54	47	36	41	49	37	0	0	0	0	355
	7	9	7	9	3	4	0	16	0	0	0	0	55
Dinwiddie Workstation	42	59	41	62	45	27	33	18	0	0	0	0	327
	11	12	13	20	19	9	14	11	0	0	0	0	109
Disputanta Workstation	42	70	57	73	33	14	16	22	0	0	0	0	327
	38	35	23	12	56	28	50	68	0	0	0	0	310
Hopewell Workstation	1,268	1,299	1,395	1,303	965	929	911	1,120	0	0	0	0	9,190
	270	247	276	287	282	241	243	372	0	0	0	0	2,218
McKenney Workstation	39	62	23	31	10	34	25	19	0	0	0	0	243
	8	14	14	16	16	20	32	49	0	0	0	0	169
Prince George Workstation	351	360	324	364	269	227	289	302	0	0	0	0	2,486
	73	75	62	111	14	80	71	118	0	0	0	0	604
Rohoic Workstation	118	16	29	33	10	10	17	18	0	0	0	0	251
	8	14	7	6	0	5	2	27	0	0	0	0	69
TOTALS	2,334	2,338	2,331	2,382	1,764	1,673	1,760	2,206	0	0	0	0	16,788

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Feb 1, 2022 to Feb 28, 2022

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/10/22	200724	21000-100	Federal Taxes Withheld	3,170.51	
			Social Security Taxes		
2/10/22	200724	22000-100	Withheld	2,858.58	
2/10/22	200724	22000-100	SB Social Security	137.30	
2/10/22	200724	22000-100	ARLS Social Security	2,721.28	
2/10/22	200724	23000-100	Medicare Taxes Withheld	668.56	
2/10/22	200724	23000-100	SB Medicare Taxes	32.11	
2/10/22	200724	23000-100	ARLS Medicare	636.45	
			Electronic Federal Tax		
2/10/22	200724	10006-100	Payment		10,224.79
2/24/22	200725	21000-100	Federal Taxes Withheld	3,097.05	
			Social Security Taxes		
2/24/22	200725	22000-100	Withheld	2,782.47	
2/24/22	200725	22000-100	SB Social Security	137.30	
2/24/22	200725	22000-100	ARLS Social Security	2,645.17	
2/24/22	200725	23000-100	Medicare Taxes Withheld	650.75	
2/24/22	200725	23000-100	SB Medicare Taxes	32.11	
2/24/22	200725	23000-100	ARLS Medicare	618.64	
			Electronic Federal Tax		
2/24/22	200725	10006-100	Payment		9,963.49
2/10/22	2013-735	27000-400	EZ Link Voluntary	313.91	
2/10/22	2013-735	10006-100	Treasurer of Virginia		313.91
2/10/22	2013-736	27000-300	EZ Link Withheld	165.20	
2/10/22	2013-736	70460-100	Ez Link Retirement	381.07	
2/10/22	2013-736	10006-100	Treasurer of Virginia		546.27
2/14/22	2013-738	70540-600	SB Life Insurance	64.21	
2/14/22	2013-738	70540-600	SB VRS Retirement	245.33	
2/14/22	2013-738	27000-200	VRS Withheld	3,047.92	
2/14/22	2013-738	70460-100	ARLS VRS Insurance	841.20	
2/14/22	2013-738	70460-100	ARLS VRS Retirement	2,726.28	
2/14/22	2013-738	10006-100	Treasurer of Virginia		6,924.94
2/24/22	2013-739	27000-400	EZ Link Voluntary	313.91	
2/24/22	2013-739	10006-100	Treasurer of Virginia		313.91
2/24/22	2013-740	27000-300	EZ Link Withheld	165.20	
2/24/22	2013-740	70460-100	EZ Link Retirement	381.07	
2/24/22	2013-740	10006-100	Treasurer of Virginia		546.27
2/3/22	2022-168E	84000-420	Utilities - Dinwiddie	13.80	
2/3/22	2022-168E	84000-430	Utilities - Disputanta	13.81	
2/3/22	2022-168E	84000-440	Utilities - McKenney	13.81	
2/3/22	2022-168E	84000-450	Utilities - PG	13.81	
2/3/22	2022-168E	10006-100	Diamond Springs		55.23
			#8299 60 019 0107136		
2/3/22	2022-169E	84100-430	Telephone - Disputanta	62.90	
			#8299 60 019 0107136		
2/3/22	2022-169E	82600-430	Internet - Disputanta	282.87	
2/3/22	2022-169E	10006-100	Comcast Communications		345.77
			#8299 60 021 0013348		
2/3/22	2022-170E	84100-440	Telephone - McKenney	94.85	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Feb 1, 2022 to Feb 28, 2022

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			#8299 60 021 0013348		
2/3/22	2022-170E	82600-440	Internet - McKenney	347.99	
2/3/22	2022-170E	10006-100	Comcast Communications		442.84
2/3/22	2022-171E	84000-410	Utilities - Carson	256.00	
2/3/22	2022-171E	10006-100	Dominion Energy Virginia		256.00
2/3/22	2022-172E	82450-100	Monthly Billing - February	2,146.94	
2/3/22	2022-172E	82450-100	Managed Workstations	3,948.81	
2/3/22	2022-172E	10006-100	E-N Computers, Inc.		6,095.75
2/3/22	2022-174E	20200-300	Staples 2/7/22	602.57	
2/3/22	2022-174E	10006-100	Staples Credit Plan		602.57
2/3/22	2022-175E	84100-480	Telephone - Burrowsville	16.58	
2/3/22	2022-175E	10006-100	Verizon		16.58
2/7/22	2022-176E	10007-100	Gross MLS	14,210.50	
2/7/22	2022-176E	10007-100	Gross Non MLS	8,217.75	
2/7/22	2022-176E	10007-100	Gross Hourly	13,100.94	
2/7/22	2022-176E	10007-100	Gross Smart Beginnings	1,738.65	
2/7/22	2022-176E	10006-100	ARLS-Payroll		37,267.84
2/18/22	2022-177E	10007-100	Gross MLS	14,210.50	
2/18/22	2022-177E	10007-100	Gross Non MLS	8,217.75	
2/18/22	2022-177E	10007-100	Gross Hourly	12,040.59	
2/18/22	2022-177E	10007-100	Gross Smart Beginnings	1,738.65	
2/18/22	2022-177E	10006-100	ARLS-Payroll		36,207.49
2/18/22	2022-178E	84000-200	Utilities - HQ	10.52	
2/18/22	2022-178E	84000-410	Utilities - Carson	10.52	
2/18/22	2022-178E	84000-480	Utilities - Burrowsville	10.52	
2/18/22	2022-178E	10006-100	Diamond Springs		31.56
			#8299 60 017 0199525		
2/18/22	2022-179E	82600-200	Internet - HQ	302.29	
2/18/22	2022-179E	10006-100	Comcast Communications		302.29
			#8299 60 017 0205967		
2/18/22	2022-180E	84100-200	Telephone - HQ	537.65	
			#8299 60 017 0205967		
2/18/22	2022-180E	82600-200	Internet - HQ	449.73	
2/18/22	2022-180E	10006-100	Comcast Communications		987.38
			#8299 60 020 0356327		
2/18/22	2022-181E	82600-410	Internet - Carson	213.96	
2/18/22	2022-181E	10006-100	Comcast Communications		213.96
			#8299 60 019 0106328		
2/18/22	2022-182E	84100-450	Telephone - PG	154.80	
			#8299 60 019 0106328		
2/18/22	2022-182E	82600-450	Internet - PG	457.92	
2/18/22	2022-182E	10006-100	Comcast Communications		612.72
			#8299 60 020 0108397		
2/18/22	2022-183E	84100-420	Telephone - Dinwiddie	64.40	
			#8299 60 020 0108397		
2/18/22	2022-183E	82600-420	Internet - Dinwiddie	288.44	
2/18/22	2022-183E	10006-100	Comcast Communications		352.84

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			#8299 60 020 0107829		
2/18/22	2022-184E	84100-460	Telephone - Rohoic	64.40	
			#8299 60 020 0107829		
2/18/22	2022-184E	82600-460	Internet - Rohoic	288.44	
2/18/22	2022-184E	10006-100	Comcast Communications		352.84
2/18/22	2022-185E	70470-100	Retirees Health Insurance	402.00	
			Anthem BlueCross		
2/18/22	2022-185E	10006-100	BlueShield		402.00
2/18/22	2022-186E	70550-600	SB Health Insurance	948.00	
2/18/22	2022-186E	70470-100	ARLS Health Insurance	15,168.00	
			Anthem BlueCross		
2/18/22	2022-186E	10006-100	BlueShield		16,116.00
2/18/22	2022-187E	85850-100	Monthly Shredding	70.07	
2/18/22	2022-187E	10006-100	Shred-It USA LLC		70.07
2/18/22	2022-188E	20200-400	Suntrust 2/20/22	2,038.60	
2/18/22	2022-188E	10006-100	SunTrust Bank		2,038.60
2/18/22	2022-189E	82070-100	Westlaw Proflex	493.92	
2/18/22	2022-189E	10006-100	Thomson Reuters - West		493.92
2/3/22	43011	80460-100	Invoice: 2019348	38.95	
2/3/22	43011	80460-100	Invoice: 2020375	100.02	
2/3/22	43011	10006-100	Blackstone Publishing		138.97
2/3/22	43012	80020-100	Invoice: 5017494594	36.52	
2/3/22	43012	80020-100	Invoice: 5017494595	198.64	
2/3/22	43012	80020-100	Invoice: 5017519311	68.24	
2/3/22	43012	80020-100	Invoice: 5017519310	128.07	
2/3/22	43012	80250-100	Invoice: 5017518962	44.26	
2/3/22	43012	10006-100	Baker & Taylor		475.73
2/3/22	43013	80260-100	Invoice: 76766591	59.22	
2/3/22	43013	80260-100	Invoice: 76652471	52.48	
2/3/22	43013	80260-100	Invoice: 76652096	68.97	
2/3/22	43013	80260-100	Invoice: 76737352	99.71	
2/3/22	43013	80260-100	Invoice: 76696659	180.68	
2/3/22	43013	10006-100	Cengage Learning Inc/Gale		461.06
2/3/22	43014	80210-100	Invoice: 60033357	38.28	
2/3/22	43014	80230-100	Invoice: 60033367	13.16	
2/3/22	43014	80230-100	Invoice: 60029719	7.18	
2/3/22	43014	80230-100	Invoice: 60027491	15.56	
2/3/22	43014	80230-100	Invoice: 60029709	10.98	
2/3/22	43014	80010-100	Invoice: 60027488	17.98	
2/3/22	43014	80030-100	Invoice: 60027484	135.48	
2/3/22	43014	80210-100	Invoice: 60033365	21.06	
2/3/22	43014	80025-100	Invoice: 60027483	123.54	
2/3/22	43014	80230-100	Invoice: 60033359	72.76	
2/3/22	43014	80030-100	Invoice: 60029711	74.84	
2/3/22	43014	80010-100	Invoice: 60027486	716.92	
2/3/22	43014	80010-100	Invoice: 60033363	122.80	
2/3/22	43014	80200-100	Invoice: 60029717	38.98	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Feb 1, 2022 to Feb 28, 2022

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/3/22	43014	80210-100	Invoice: 60029708	162.26	
2/3/22	43014	80230-100	Invoice: 60033368	33.78	
2/3/22	43014	80230-100	Invoice: 60029720	41.88	
2/3/22	43014	80030-100	Invoice: 60027482	31.14	
2/3/22	43014	80038-100	Invoice: 60027485	27.60	
2/3/22	43014	80025-100	Invoice: 60033362	199.09	
2/3/22	43014	80025-100	Invoice: 60029710	243.50	
2/3/22	43014	80210-100	Invoice: 60027481	94.05	
2/3/22	43014	80038-100	Invoice: 60029713	14.37	
2/3/22	43014	80200-100	Invoice: 60033364	39.12	
2/3/22	43014	80210-100	Invoice: 60033358	39.01	
2/3/22	43014	80010-100	Invoice: 60033361	27.96	
2/3/22	43014	80230-100	Invoice: 60027490	29.90	
2/3/22	43014	80230-100	Invoice: 60029707	54.38	
2/3/22	43014	80015-100	Invoice: 60027487	38.84	
2/3/22	43014	80038-100	Invoice: 60029714	31.95	
2/3/22	43014	80210-100	Invoice: 60033360	217.89	
2/3/22	43014	80030-100	Invoice: 60029712	27.51	
2/3/22	43014	80230-100	Invoice: 60033366	5.98	
2/3/22	43014	80015-100	Invoice: 60029716	20.50	
2/3/22	43014	80210-100	Invoice: 60029718	10.53	
2/3/22	43014	80200-100	Invoice: 60027489	58.26	
2/3/22	43014	80010-100	Invoice: 60029715	84.59	
2/3/22	43014	80230-100	Invoice: 60027480	102.70	
2/3/22	43014	10006-100	Ingram Library Services		3,046.31
2/3/22	43015	80405-100	Invoice: 501581228	33.62	
2/3/22	43015	80440-100	Invoice: 501581229	188.98	
2/3/22	43015	80405-100	Invoice: 501581227	43.18	
2/3/22	43015	80405-100	Invoice: 501584051	151.03	
2/3/22	43015	80440-100	Invoice: 501610665	117.86	
2/3/22	43015	80410-100	Invoice: 501584050	44.22	
2/3/22	43015	80440-100	Invoice: 501428122	42.18	
2/3/22	43015	10006-100	Midwest Tape		621.07
2/3/22	43016	82900-200	Copier Lease	329.12	
2/3/22	43016	10006-100	Canon Financial Services, Inc. Contract & Overage - Lanier		329.12
2/3/22	43017	82910-200	- HQ	528.81	
2/3/22	43017	10006-100	Centric Business Systems		528.81
2/3/22	43018	83810-200	Travel - HQ 1/14/22	9.50	
2/3/22	43018	10006-100	Elizabeth Trop		9.50
2/3/22	43019	83810-450	Travel - PG - 1/26/22	34.34	
2/3/22	43019	10006-100	Ginger Mauler		34.34
2/3/22	43020	81210-100	Financed Computer Equipment	2,855.48	
2/3/22	43020	10006-100	GreatAmerica Financial Svcs.		2,855.48

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Feb 1, 2022 to Feb 28, 2022

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/3/22	43021	84900-410	Pruning, Applications of Rock Salt - Carson	592.74	
2/3/22	43021	10006-100	Heaton's Lawn Maintenance, LLC		592.74
2/3/22	43022	83700-100	Window Envelopes	172.50	
2/3/22	43022	82700-100	Explore Printing	265.00	
2/3/22	43022	10006-100	Johnson Printing Service		437.50
2/3/22	43023	83700-430	Duplicate Key - Disputanta	1.29	
2/3/22	43023	83700-100	Windshield Wiper Fluid, Screw	13.41	
2/3/22	43023	84810-100	Trash Bags, Windex	13.98	
2/3/22	43023	10006-100	McKay Hardware, Inc.		28.68
2/3/22	43024	84800-200	Janitorial - HQ	3,856.77	
2/3/22	43024	84800-410	Janitorial - Carson	220.00	
2/3/22	43024	84800-420	Janitorial - Dinwiddie	350.00	
2/3/22	43024	84800-430	Janitorial - Disputanta	256.00	
2/3/22	43024	84800-440	Janitorial - McKenney	250.00	
2/3/22	43024	84800-450	Janitorial - PG	1,307.31	
2/3/22	43024	84800-460	Janitorial - Rohoic	220.00	
2/3/22	43024	84800-480	Janitorial - Burrowsville	195.00	
2/3/22	43024	10006-100	MCS Services, Inc.		6,655.08
2/3/22	43025	84900-450	Monitoring of Alarms - PG	59.00	
2/3/22	43025	84900-200	Monitoring of Alarms - HQ	55.00	
2/3/22	43025	10006-100	Petersburg Alarm Company, Inc.		114.00
2/3/22	43026	84700-430	P.O. Box 59 Renewal	92.00	
2/3/22	43026	10006-100	U.S. Postal Service		92.00
2/3/22	43027	20500-100	Due to SB - VA Fdn for Health Youth 1-20-22	1,800.00	
2/3/22	43027	10006-100	Smart Beginnings		1,800.00
2/18/22	43028	82470-100	Setting Recordings, Misc Items	124.20	
2/18/22	43028	10006-100	Connect IT		124.20
2/18/22	43029	82600-480	Internet - Burrowsville	219.00	
2/18/22	43029	10006-100	RuralBand		219.00
2/18/22	43030	82600-200	Mobile Internet	177.84	
2/18/22	43030	10006-100	T-Mobile		177.84
2/22/22	43031	80460-100	Invoice: 2022061	277.51	
2/22/22	43031	10006-100	Blackstone Publishing		277.51
2/22/22	43032	80020-100	Invoice: 5017541735	131.68	
2/22/22	43032	10006-100	Baker & Taylor		131.68
2/22/22	43033	80260-100	Invoice: 77099716	48.73	
2/22/22	43033	80020-100	Invoice: 77099328	33.99	
2/22/22	43033	80260-100	Invoice: 77100983	45.73	
2/22/22	43033	80020-100	Invoice: 77098952	63.98	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Feb 1, 2022 to Feb 28, 2022

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/22/22	43033	80260-100	Invoice: 77198032	69.72	
2/22/22	43033	80260-100	Invoice: 77197364	48.73	
2/22/22	43033	80260-100	Invoice: 77198229	59.22	
2/22/22	43033	10006-100	Cengage Learning Inc/Gale		370.10
2/22/22	43034	80210-100	Invoice: 62778092	199.08	
2/22/22	43034	80210-100	Invoice: 62778090	41.46	
2/22/22	43034	80230-100	Invoice: 60036175	20.80	
2/22/22	43034	80010-100	Invoice: 60036178	73.66	
2/22/22	43034	80210-100	Invoice: 60036176	97.19	
2/22/22	43034	80010-100	Invoice: 62778097	169.38	
2/22/22	43034	80038-100	Invoice: 62778094	559.07	
2/22/22	43034	80230-100	Invoice: 62778100	13.16	
2/22/22	43034	80230-100	Invoice: 60036179	5.98	
2/22/22	43034	80230-100	Invoice: 60036180	5.98	
2/22/22	43034	80230-100	Invoice: 60036181	11.96	
2/22/22	43034	80025-100	Invoice: 62778098	457.03	
2/22/22	43034	80025-100	Invoice: 62778093	471.19	
2/22/22	43034	80025-100	Invoice: 60036177	77.38	
2/22/22	43034	80010-100	Invoice: 62778096	52.54	
2/22/22	43034	80010-100	Invoice: 62778095	34.02	
2/22/22	43034	80210-100	Invoice: 60036174	20.38	
2/22/22	43034	80230-100	Invoice: 62778091	71.22	
2/22/22	43034	80010-100	Invoice: 67421943	20.50	
2/22/22	43034	80010-100	Invoice: 67421944	210.33	
2/22/22	43034	80210-100	Invoice: 67421939	16.40	
2/22/22	43034	80025-100	Invoice: 67421940	25.98	
2/22/22	43034	80025-100	Invoice: 67421941	111.77	
2/22/22	43034	80210-100	Invoice: 62778099	9.91	
2/22/22	43034	80038-100	Invoice: 67421942	211.51	
2/22/22	43034	80015-100	Invoice: 67421945	60.04	
2/22/22	43034	80010-100	Invoice: 67421946	31.95	
2/22/22	43034	80230-100	Invoice: 67421948	7.18	
2/22/22	43034	80230-100	Invoice: 67421947	14.36	
2/22/22	43034	80010-100	Invoice: 60039185	236.14	
2/22/22	43034	80015-100	Invoice: 60039186	20.50	
2/22/22	43034	80230-100	Invoice: 60039189	7.18	
2/22/22	43034	80200-100	Invoice: 60039187	19.42	
2/22/22	43034	80210-100	Invoice: 60039182	15.87	
2/22/22	43034	80025-100	Invoice: 60039183	34.11	
2/22/22	43034	80210-100	Invoice: 60039180	35.92	
2/22/22	43034	80025-100	Invoice: 60039184	49.02	
2/22/22	43034	80230-100	Invoice: 60039188	11.96	
2/22/22	43034	80230-100	Invoice: 60039181	43.62	
2/22/22	43034	80025-100	Invoice: 60040098	16.17	
2/22/22	43034	80200-100	Invoice: 60040103	79.24	
2/22/22	43034	80010-100	Invoice: 60040102	191.70	
2/22/22	43034	80010-100	Invoice: 60040101	109.22	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Feb 1, 2022 to Feb 28, 2022

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/22/22	43034	80210-100	Invoice: 60040097	14.78	
2/22/22	43034	80025-100	Invoice: 60040099	80.61	
2/22/22	43034	80010-100	Invoice: 60040100	30.75	
2/22/22	43034	80230-100	Invoice: 60040104	7.18	
2/22/22	43034	80010-100	Invoice: 62781899	57.97	
2/22/22	43034	80210-100	Invoice: 62781891	50.12	
2/22/22	43034	80025-100	Invoice: 62781895	54.47	
2/22/22	43034	80038-100	Invoice: 62781898	173.42	
2/22/22	43034	80025-100	Invoice: 62781900	61.50	
2/22/22	43034	80025-100	Invoice: 62781894	87.99	
2/22/22	43034	80030-100	Invoice: 62781897	47.82	
2/22/22	43034	80230-100	Invoice: 62781901	7.18	
2/22/22	43034	80230-100	Invoice: 62781902	5.98	
2/22/22	43034	80030-100	Invoice: 62781896	29.58	
2/22/22	43034	80210-100	Invoice: 62781893	127.52	
2/22/22	43034	80230-100	Invoice: 62781892	30.16	
2/22/22	43034	80210-100	Invoice: 62782511	15.86	
2/22/22	43034	80015-100	Invoice: 60044571	60.01	
2/22/22	43034	80025-100	Invoice: 60044570	11.15	
2/22/22	43034	80010-100	Invoice: 62783936	14.55	
2/22/22	43034	80025-100	Invoice: 62783935	1,157.57	
2/22/22	43034	80025-100	Invoice: 62783934	45.81	
2/22/22	43034	80038-100	Invoice: 62784109	41.56	
2/22/22	43034	80025-100	Invoice: 62784108	63.57	
2/22/22	43034	80010-100	Invoice: 60047294	17.97	
2/22/22	43034	80038-100	Invoice: 60047293	16.18	
2/22/22	43034	10006-100	Ingram Library Services		6,282.74
2/22/22	43035	80410-100	Invoice: 501621809	47.98	
2/22/22	43035	80460-100	Invoice: 501626821	19.99	
2/22/22	43035	80405-100	Invoice: 501633663	27.62	
2/22/22	43035	80405-100	Invoice: 501633666	58.18	
2/22/22	43035	80440-100	Invoice: 501633664	200.06	
2/22/22	43035	80405-100	Invoice: 501673279	127.70	
2/22/22	43035	80440-100	Invoice: 501673278	143.53	
2/22/22	43035	80410-100	Invoice: 501673300	28.62	
2/22/22	43035	10006-100	Midwest Tape		653.68
2/22/22	43036	82900-200	Copier Lease	252.39	
			Canon Financial Services,		
2/22/22	43036	10006-100	Inc.		252.39
2/22/22	43037	83500-420	Rent - Dinwiddie Library	300.00	
2/22/22	43037	83500-440	Rent - McKenney Library	300.00	
2/22/22	43037	83500-460	Rent - Rohoic Library	300.00	
2/22/22	43037	10006-100	County of Dinwiddie		900.00
2/22/22	43038	83500-480	Rent - Burrowsville Library	300.00	
2/22/22	43038	83500-430	Rent - Disputanta Library	150.00	
2/22/22	43038	83500-450	Rent - PG Library	1,200.00	
2/22/22	43038	10006-100	County of Prince George		1,650.00

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Feb 1, 2022 to Feb 28, 2022

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/22/22	43039	83810-410	Travel - Carson - 1/31/22	12.73	
2/22/22	43039	83810-410	Travel - Carson - 1/14/22	15.45	
			Travel - Carson - 1/4/22 -		
			1/7/22	52.92	
2/22/22	43039	83810-410			
2/22/22	43039	10006-100	Karen Wall		81.10
2/22/22	43040	83810-420	Travel - Dinwiddie - 1/14/22	21.10	
2/22/22	43040	10006-100	Shelly Curtis		21.10
2/22/22	43041	83810-450	Travel - PG - 2/1/22, 2/3/22	40.50	
2/22/22	43041	83810-450	Travel - PG - 2/4/22	21.92	
2/22/22	43041	10006-100	Michelle Lawhorn		62.42
2/22/22	43042	83810-450	Travel - PG - 2/9/22, 2/11/22	20.10	
2/22/22	43042	83810-450	Travel - PG - 1/7/22, 1/14/22	32.02	
2/22/22	43042	10006-100	Ginger Mauler		52.12
			Travel - HQ - 1/12/22,		
			1/19/22	80.80	
2/22/22	43043	83810-200			
2/22/22	43043	10006-100	Rija Mughal		80.80
2/22/22	43044	83810-450	Travel - PG - 1/14/22	10.20	
2/22/22	43044	10006-100	Lori O'Kennon		10.20
			Travel - Burrowsville -		
			1/14/22	31.31	
2/22/22	43045	83810-480			
2/22/22	43045	10006-100	Joseph Rickman		31.31
2/22/22	43046	83810-440	Travel - McKenney - 2/2/22	16.67	
			Travel - McKenney -		
			1/14/22	16.67	
2/22/22	43046	83810-440			
2/22/22	43046	10006-100	Jenny Sadler		33.34
2/22/22	43047	83810-440	Travel - McKenney - 2/7/22	22.32	
			Travel - McKenney -		
			12/29/21, 1/14/22	36.66	
2/22/22	43047	83810-440			
2/22/22	43047	10006-100	Cassandra Bland		58.98
2/22/22	43048	83810-450	Travel - PG - 1/14/22	12.88	
2/22/22	43048	10006-100	Felicia Bouldin		12.88
2/22/22	43049	83810-450	Travel - PG - 1/14/22	14.03	
2/22/22	43049	10006-100	Megan Emerson		14.03
2/22/22	43050	83810-450	Travel - PG - 1/14/22	14.14	
2/22/22	43050	10006-100	Shannon Starks		14.14
2/22/22	43051	83810-410	Travel - Carson - 1/14/22	22.22	
2/22/22	43051	10006-100	Alyssa Noe		22.22
2/22/22	43052	84100-410	Telephone - Carson	111.51	
2/22/22	43052	10006-100	Granite Telecommunications		111.51
2/22/22	43053	83500-200	Rent - Hopewell Library	3,750.00	
2/22/22	43053	10006-100	Hopewell City Treasurer		3,750.00

Appomattox Reg Library System
Cash Disbursements Journal
 For the Period From Feb 1, 2022 to Feb 28, 2022

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/22/22	43054	84900-450	Checked Fire Alarm Phone Line - PG	98.00	
2/22/22	43054	10006-100	Petersburg Alarm Company, Inc.		98.00
2/22/22	43055	80300-200	Newspaper - HQ	546.00	
2/22/22	43055	10006-100	Richmond Times Dispatch		546.00
2/22/22	43056	10006-100	Voided Check		
Total				166,357.51	166,357.51

Appomattox Reg Library System

Suntrust - 2/18/22

Staples 2/3/22

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/28/21	Read 12/28/21	80210-100	Adult Fiction - SO	64.64	
12/28/21	Read 12/28/21	20200-400	Reader Service		64.64
12/29/21	NBF 12/29/21	81100-450	Circulation Chair - PG	677.22	
12/29/21	NBF 12/29/21	20200-400	National Business Furniture		677.22
12/31/21	Google 12/31/21	82020-100	Google E-Mail	390.00	
12/31/21	Google 12/31/21	20200-400	Google		390.00
1/6/22	Read 1/6/22	80210-100	Adult Fiction - SO	47.25	
1/6/22	Read 1/6/22	20200-400	Reader Service		47.25
1/10/22	Library 8947	83910-100	Webinar - C. Wiegard	49.00	
1/10/22	Library 8947	20200-400	Library Works		49.00
1/11/22	Amazon 8952	81100-450	Handheld Vacuum - PG	29.48	
1/11/22	Amazon 8952	20200-400	Amazon.com		29.48
1/12/22	Amazon 1/12/22	80405-100	DVD's	13.63	
1/12/22	Amazon 1/12/22	20200-400	Amazon.com		13.63
1/13/22	Amazon 1/13/22	80020-100	Adult Non-Fiction	16.99	
1/13/22	Amazon 1/13/22	80015-100	Young Adult-Fiction	31.98	
1/13/22	Amazon 1/13/22	80025-100	Adult Fiction	14.99	
1/13/22	Amazon 1/13/22	20200-400	Amazon.com		63.96
1/14/22	Amazon 1/14/22	80025-100	Adult Fiction	28.98	
1/14/22	Amazon 1/14/22	20200-400	Amazon.com		28.98
1/14/22	Amazon 8956	83740-100	Gloves	39.96	
1/14/22	Amazon 8956	20200-400	Amazon.com		39.96
1/18/22	Amazon 1/18/22	80025-100	Adult Fiction	127.75	
1/18/22	Amazon 1/18/22	80038-100	Juvenile Fiction	11.98	
1/18/22	Amazon 1/18/22	80010-100	Y/S Non Fiction	47.94	
1/18/22	Amazon 1/18/22	80020-100	Adult Non-Fiction	12.99	
1/18/22	Amazon 1/18/22	20200-400	Amazon.com		200.66
1/18/22	Route 8972	85800-100	January Board Lunch	83.84	
1/18/22	Route 8972	20200-400	Route 1 County Store		83.84
1/20/22	Read 1/20/22	80210-100	Adult Fiction - SO	64.64	
1/20/22	Read 1/20/22	20200-400	Reader Service		64.64
1/21/22	Amazon 8958	83700-200	Flashlights, Lanterns	252.45	
1/21/22	Amazon 8958	20200-400	Amazon.com		252.45
1/24/22	Amazon 8960	83700-100	VGA Converter	32.89	
1/24/22	Amazon 8960	20200-400	Amazon.com		32.89
Total			CK #2022-188E	<u>2,038.60</u>	<u>2,038.60</u>

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/10/22	Staples 8949	83700-100	Paper, Labels, Ink	602.57	
1/10/22	Staples 8949	20200-300	Staples, Inc.		602.57
Total			CK #2022-174E	<u>602.57</u>	<u>602.57</u>

Smart Beginnings Report
July 1, 2021 to February 28, 2022

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/21	Beginning Balance			5,798.89
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		
12/13/21	Payment from SB		6,019.40	
12/31/21	December Salary & Benefits	8,400.13		
1/24/22	Payment from SB		8,400.13	
1/31/22	January Salary & Benefits	6,019.44		
2/24/22	Payment from SB		6,019.44	
2/28/22	February Salary & Benefits	6,019.44		
2/28/22	Ending Balance			6,019.44