

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

December 13, 2022

Hopewell Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

December 13, 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 – September 20, 2022 Regular Meeting
Statistical Report – dated December 13, 2022
Financial Report – dated December 13, 2022
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Community Partners - Crater District Area on Aging Advisory Council
- R3.** Proposed revised pay scale
- R4.** Library Outreach – Holiday participation
- R5.** Friends of the Library Update
- R6.** FY2024 Budget

Committee Reports:

Finance Committee

New Business:

Consideration of Proposed FY2024 Budget

Unfinished Business:

Adjournment - Next Meeting: January 17, 2023 at the Carson Library at 1:00 pm.

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of October 18, 2022**

Call to Order: Chairman William Thomas called the meeting to order at 1 p.m. at the Rohoic Library on Boydton Plank Road in Dinwiddie County.

Trustees Present: Chairman William Thomas, (PG), Susan Eliades (H), Randi Hawkins (D), Carol King (D), Larry Pankey (H), Sandra E. Ruffin (D)

Trustees Absent: Angela Bennett (PG), Amanda Binford (PG), David Harless (H),

Staff Present: Brian Manning and Briana Terry

Approval of Agenda: Ms. Hawkins moved to accept the agenda as written. Ms. King seconded, and the motion was approved unanimously.

Approval of Consent Agenda: Dr. Ruffin moved to accept the consent agenda as written—Minutes of September 20, 2022 regular meeting, Statistical Report dated October 18, 2022; Financial Report dated October 18, 2022; and Bills for review. Ms. Hawkins seconded, and the motion was approved unanimously.

Citizen Comments: None

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

R1. Staff Update – Ms. Briana Terry, Administrative and Personnel Services Manager for the Hopewell Library, was introduced. Ms. Terry reported to her new position on October 1, 2022. Two part-time positions at the Hopewell Library will be advertised, one in Materials Services and a part-time person in Youth Services.

R2. Long Range Plan – Mr. Manning introduced the ARLS Long Range Plan, FY2022 – FY2025. The plan delineates four major goals with objectives for each:

Goal 1 – Foster Lifelong Learning

Goal 2 – Provide Open Access to Information, Entertainment, and Technology

Goal 3 – Cultivate Exchange of Ideas

Goal 4 – Encourage Community Engagement and Gathering

Under each objective, is an outline of accomplishments for FY2022.

R3. Staff Development – Staff members were required to attend staff development. Several presentations – library digital resources and technology support, learning a language, new inventory, cleaning up addresses in circulation system.

R4. Friends of the Library – Mr. Manning distributed a recently developed brochure, “*The Hopewell/Prince George Friends of the Library*,” designed to encourage membership and promote support for the ARLS.

R5. Animals along the Appomattox – The public gave good response supported with donations. Area animal shelter provided puppies and kittens for the event, main attraction for kids. The Library will be participating in a large community event on Hwy 460 on Oct 22.

Committee reports: Personnel committee report given in closed session

New Business: None

Closed Session: Mr. Williams called to convene a closed session. The secretary moved that we go into executive closed session to discuss public business matters lawfully exempted from open meeting requirements pursuant to the personnel exemption at Virginia Code 2.2-371 1 (A)(1). Ms. Eliades seconded. Dr. Ruffin conducted a roll call vote. There was unanimous consent.

Certification after closed session: Mr. Manning and Ms. Terry returned to the regular meeting.

Upon reconvening the regular meeting, the secretary asked: "Were only matters discussed in Executive Session public business matters lawfully exempted from open meeting requirements identified in the motion to convene into executive session?" Mr. Williams moved the question and Ms. Eliades seconded. The secretary conducted a roll call vote. There was unanimous consent.

Unfinished business:

R6. Policy change recommendation – extension of meeting room use for business meetings. Ms. Eliades moved to accept the revisions made to 12.1 Group Use of Library Space; Dr. Ruffin seconded the motion. The motion was accepted unanimously. The change will allow businesses to use designated meeting rooms for general business meetings, training sessions or work-related seminars.

Adjournment: Chairman Thomas called for a motion to adjourn the meeting. Dr. Ruffin moved to adjourn the meeting and Ms. Eliades seconded. The meeting adjourned at 2:50 p.m.

Next Meeting: (No meeting in November) The next meeting will be held at the Hopewell Library on Tuesday, December 13, 2022.

Sandra E. Ruffin, Ed.D., Secretary (Sandra.ruffin1948@outlook.com, 804 852-2135)

**Statistical Report
December 13, 2022**

Statistical Report - FY2023
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by FROM Month FY22	
Burrowsville	FY19	360	346	280	311	275	232	428	227	238	187	346	290	3,520		
	FY20	386	303	258	366	270	188	324	265	317	163	66	2	2,908		
	FY21	3	27	21	50	130	126	122	104	153	206	198	308	1,448		
	FY22	213	353	323	319	297	342	297	351	326	294	265	324	3,704		
	FY23	250	244	286	275	307								1362	3%	-10%
Carson Depot	FY19	992	738	697	647	722	603	774	833	765	839	782	981	9,373		
	FY20	959	971	759	836	699	678	810	633	528	340	714	9,553	17,480		
	FY21	7,346	4,776	4,591	469	509	521	595	621	749	705	716	699	22,297		
	FY22	823	958	873	936	660	665	666	731	635	711	607	735	9,000		
	FY23	766	863	849	732	539									-18%	-12%
Dinwiddie	FY19	3,580	1,554	1,736	1,587	1,518	1,272	1,673	1,457	1,621	1,339	1,250	1,539	20,126		
	FY20	2,128	1,628	1,577	1,582	1,176	1,360	1,781	1,596	1,085	747	361	10	15,031		
	FY21	53	371	513	720	683	841	827	649	856	805	868	1,048	8,234		
	FY22	1,340	1,598	1,380	1,561	1,395	1,324	1,233	1,327	1,789	1,745	1,445	1,650	17,787		
	FY23	1,603	1,677	1436	1,491	1392								7,599	0%	4%
Disputanta	FY19	649	948	598	821	567	647	580	476	549	620	315	432	7,202		
	FY20	360	614	473	501	429	366	446	303	222	140	74	9	3,937		
	FY21	3	2	29	21	96	175	201	238	379	329	401	415	2,289		
	FY22	454	652	583	551	409	424	554	602	751	682	622	598	6,882		
	FY23	447	669	536	494	411								2,557	0%	-3%
Hopewell	FY19	12,619	12,609	11,278	10,998	9,301	7,882	10,135	9,421	10,701	10,121	9,275	10,732	125,072		
	FY20	12,196	11,082	9,683	10,041	8,436	7,680	8,990	8,994	7,968	7,203	8,254	10,221	110,748		
	FY21	4,994	8,743	8,342	7,408	7,438	7,794	7,833	8,113	9,143	8,403	8,878	9,717	96,806		
	FY22	9,015	8,623	8,765	8,452	7,098	7,442	7,902	7,490	7,523	7,321	8,050	8,143	95,824		
	FY23	9,157	9,812	8,657	8,174	6,969								42,769	-2%	2%

**Statistical Report
December 13, 2022**

															% of Chg & Change by Month		from FY22
Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	Month		
McKenney	FY19	1,107	894	877	846	759	478	971	677	749	705	800	773	9,636			
	FY20	1,369	797	605	645	553	527	702	630	496	312	157	3	6,796			
	FY21	6	83	219	210	206	396	354	409	453	460	421	563	3,780			
	FY22	610	738	590	594	687	568	619	596	694	849	860	1,030	8,435			
	FY23	1,088	1,236	1,164	1,088	957								5,533	39%	72%	
Prince George	FY19	5,424	5,353	4,122	4,518	4,269	3,493	4,741	4,846	5,187	4,725	3,961	4,625	55,264			
	FY20	5,604	5,070	4,455	4,780	4,147	3,023	3,689	3,737	3,016	2,154	1,470	726	41,871			
	FY21	1,479	1,665	3,232	3,218	2,759	2,794	4,814	2,734	3,138	3,050	2,742	3,437	35,062			
	FY22	3,220	3,940	3,139	3,309	2,889	3,020	2,950	3,082	4,943	4,891	3,897	4,728	44,008			
	FY23	5,401	6,096	4,360	3,827	3,883								23,567	34%	43%	
Rohoic	FY19	1,141	1,212	853	1,127	766	547	965	978	1,052	1,045	842	1,002	11,530			
	FY20	1,256	1,013	821	1,138	864	819	967	1,101	585	366	207	4	9,141			
	FY21	7	95	40	69	46	86	116	194	256	207	251	323	1,690			
	FY22	568	595	539	789	616	626	863	866	1,077	967	1,114	970	9,590			
	FY23	1,005	888	884	984	889								4,650	44%	50%	
Econtent	FY19	1,242	1,304	1,270	1,271	1,192	1,266	1,334	1,271	1,517	1,330	1,382	1,422	15,801			
	FY20	2,000	1,472	1,466	1,501	1,384	1,418	1,376	1,342	1,326	2,437	2,331	2,063	20,116			
	FY21	1,969	1,986	1,859	1,813	2,141	1,757	2,013	2,104	1,985	1,796	1,976	1,943	23,342			
	FY22	1,854	2,101	1,860	1,686	1,725	1,586	1,825	1,845	1,869	1,635	2,246	1,865	22,097			
	FY23	1,872	2,213	1,782	1,861	1,871								9,599	8%	4%	
ARLS Totals	FY19	27,114	24,958	21,711	22,126	19,369	16,420	21,601	20,186	22,379	20,911	18,953	21,796	257,524			
	FY20	26,258	22,950	20,097	21,390	17,958	16,059	19,085	18,601	15,543	13,862	13,634	22,591	228,028			
	FY21	15,860	17,748	18,846	13,978	14,008	14,490	16,875	15,166	17,112	15,961	16,451	18,453	194,948			
	FY22	18,097	19,558	18,052	18,197	15,776	15,997	16,909	16,890	19,607	19,095	19,106	20,043	217,327			

Statistical Report
December 13 2022

PATRON VISITS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2023														
Burrowsville		114	133	82	99	108	0	0	0	0	0	0	0	536
Carson Depot		203	203	181	171	109	0	0	0	0	0	0	0	867
Dinwiddle		502	519	457	481	366	0	0	0	0	0	0	0	2,325
Disputanta		113	164	183	143	132	0	0	0	0	0	0	0	735
Hopewell		11,002	12,138	11,701	11,458	8,597	0	0	0	0	0	0	0	54,896
McKenney		241	258	298	299	202	0	0	0	0	0	0	0	1,298
Prince George		4,879	4,174	4,265	3,350	1,408	0	0	0	0	0	0	0	18,076
Roboic		310	317	323	371	254	0	0	0	0	0	0	0	1,575
TOTAL		17,364	17,906	17,490	16,372	11,176	0	0	0	0	0	0	0	80,308
MISC TRANSACTIONS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings		165	159	140	129	98	0	0	0	0	0	0	0	691
Meeting Room Users		513	724	1,058	1,054	686	0	0	0	0	0	0	0	4,035
Book Group **		12	17	12	13	13	0	0	0	0	0	0	0	67
Adult Program**		608	336	262	301	249	0	0	0	0	0	0	0	1,756
Non-SRP Child Program**		0	0	338	795	722	0	0	0	0	0	0	0	1,855
Non-SRP Teen Program		0	0	123	96	83	0	0	0	0	0	0	0	302
Storytime**		357	202	337	337	119	0	0	0	0	0	0	0	1,352
SRP Child**		2,087	1,555	0	0	0	0	0	0	0	0	0	0	3,642
SRP Teen**		186	188	0	0	0	0	0	0	0	0	0	0	374
Community Outreach		3,705	1,130	1,003	2,401	187	0	0	0	0	0	0	0	8,426
Database Usage		486	417	503	2,269	2,320	0	0	0	0	0	0	0	5,995
TOTALS		8,119	4,728	3,776	7,395	4,477	0	0	0	0	0	0	0	28,495

**Includes online programming

Statistical Report
December 13, 2022

REFERENCE QUESTIONS - FY2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	27	24	27	16	20	0	0	0	0	0	0	0	114
Carson Depot	5	11	9	5	2	0	0	0	0	0	0	0	32
Dinwiddie	131	112	91	112	82	0	0	0	0	0	0	0	528
Disputanta	70	77	57	62	46	0	0	0	0	0	0	0	312
Hopewell	872	1,021	829	837	601	0	0	0	0	0	0	0	4,160
McKenney	181	211	233	138	156	0	0	0	0	0	0	0	919
Prince George	796	672	605	583	490	0	0	0	0	0	0	0	3,146
Rohoic	76	59	61	116	73	0	0	0	0	0	0	0	385
TOTALS	2,158	2,187	1,912	1,869	1,470	0	0	0	0	0	0	0	9,596
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	14	3	2	2	1	0	0	0	0	0	0	0	22
WIFI	0	1	5	1	6	0	0	0	0	0	0	0	13
Carson Depot Workstation	64	64	13	32	35	0	0	0	0	0	0	0	208
WIFI	7	6	12	5	13	0	0	0	0	0	0	0	43
Dinwiddie Workstation	58	56	50	40	40	0	0	0	0	0	0	0	244
WIFI	22	10	9	10	40	0	0	0	0	0	0	0	91
Disputanta Workstation	11	49	52	45	45	0	0	0	0	0	0	0	202
WIFI	48	55	50	61	87	0	0	0	0	0	0	0	301
Hopewell Workstation	1,536	1,696	1,537	1,347	1,105	0	0	0	0	0	0	0	7,221
WIFI	374	409	428	353	377	0	0	0	0	0	0	0	1,941
McKenney Workstation	46	43	55	40	41	0	0	0	0	0	0	0	225
WIFI	25	32	36	16	42	0	0	0	0	0	0	0	151
Prince George Workstation	444	387	369	344	291	0	0	0	0	0	0	0	1,835
WIFI	104	132	163	138	179	0	0	0	0	0	0	0	716
Rohoic Workstation	29	42	30	22	17	0	0	0	0	0	0	0	140
WIFI	12	6	8	9	27	0	0	0	0	0	0	0	62
TOTALS	2,794	2,991	2,819	2,465	2,346	0	0	0	0	0	0	0	13,415

Wireless Printing

195 222 180 394 502

1,493

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

fund#	Revenue 10/31/22	FY2023 Adopted	Total		Total Receipts	Percentage Received	Balance Due
			Receipts 7/22	10/31/22			
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$675,407	\$168,852	\$168,852	\$337,704	50.0%	\$337,704
103	Dinwiddle	\$323,072	\$80,768	\$80,768	\$161,536	50.0%	\$161,536
104	Prince George	\$645,631	\$322,815	\$0	\$322,815	50.0%	\$322,816
105	State Funds	\$453,235	\$129,278	\$129,278	\$258,557	57.0%	\$194,679
106	Fines/Fees/Lost	\$9,000	\$2,039	\$598	\$2,637	29.3%	\$6,363
107	Copying/Fax Receipts	\$25,000	\$6,587	\$1,620	\$8,207	32.8%	\$16,793
108	Endowment Funds	\$21,000	\$22,328	\$0	\$22,328	106.3%	(\$1,328)
109	E-Rate Refunds	\$16,000	\$16,274	\$32,044	\$48,317	302.0%	(\$32,317)
110	Gifts/Donations	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
111	Grants	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
112	Other	\$1,100	\$1,216	\$34	\$1,250	113.6%	(\$150)
TOTALS		\$2,291,445	\$750,157	\$413,193	\$1,163,350	50.8%	\$1,128,095

Fund#	EXPENSES 10/31/2022	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 10/2022	TOTAL EXPENSES 10/31/22	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$496,209	\$113,413	\$38,183	\$151,596	30.6%	\$344,613
201	Non-MLS Salary & Wages	\$662,055	\$137,748	\$46,398	\$184,147	27.8%	\$477,908
202	Benefits for Staff/Retirees	\$332,464	\$77,547	\$25,645	\$103,191	31.0%	\$229,273
	Total Personnel	\$1,490,728	\$328,708	\$110,225	\$438,933	29.4%	\$1,051,794
Books & Materials							
300	Books	\$105,000	\$22,257	\$8,218	\$30,476	29.0%	\$74,524
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$8,076	\$1,936	\$10,013	33.4%	\$19,987
303	Print News & Periodicals	\$10,000	\$0	\$0	\$0	0.0%	\$10,000
304	Audiovisual Materials	\$25,000	\$5,750	\$2,089	\$7,839	31.4%	\$17,161
305	Electronic Materials	\$5,500	\$5,356	\$0	\$5,356	97.4%	\$144
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$26,945	\$0	\$26,945	107.8%	(\$1,945)
	Total Books & Materials	\$221,500	\$68,385	\$12,244	\$80,629	36.4%	\$140,871
Capital Expenditures							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$20,000	\$8,261	\$720	\$8,981	44.9%	\$11,019
401	Computer Hardware	\$50,000	\$49,901	(\$32,044)	\$17,857	35.7%	\$32,143
	Total Capital Expenditures	\$70,000	\$58,162	(\$31,323)	\$26,838	38.3%	\$43,162
Contractual							
500	Lyrasis ILL Services	\$3,100	\$23	\$0	\$23	0.7%	\$3,077
Software & Web Based App.							
501	Licensing Contracts	\$40,000	\$18,775	\$545	\$19,319	48.3%	\$20,681
502	Audit	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
503	Cataloging MARC Records	\$3,000	\$2,455	\$0	\$2,455	81.8%	\$545
505	Computer Support/Service Calls	\$70,000	\$20,137	\$5,892	\$26,028	37.2%	\$43,972

Fund#	EXPENSES 10/31/2022	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 10/2022	TOTAL EXPENSES 10/31/22	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$35,000	\$10,690	\$4,102	\$14,793	42.3%	\$20,207
508	Printing and Publications	\$4,200	\$2,106	\$225	\$2,331	55.5%	\$1,870
	Total Contractual	\$175,300	\$54,185	\$10,764	\$64,949	37.1%	\$110,351
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$1,861	\$955	\$2,816	40.2%	\$4,184
601	TLC Maintenance Contract	\$17,000	\$16,492	\$0	\$16,492	97.0%	\$508
602	Facilities and Rent	\$76,650	\$18,900	\$6,300	\$25,200	32.9%	\$51,450
603	Supplies	\$25,000	\$4,210	\$630	\$4,840	19.4%	\$20,160
604	Travel / Workshops / Conf. Fees	\$5,000	\$1,355	\$810	\$2,165	43.3%	\$2,835
605	Training / Education	\$2,000	\$815	\$0	\$815	40.8%	\$1,185
606	Utilities	\$3,750	\$829	\$247	\$1,076	28.7%	\$2,674
607	Telephone (Voice)	\$13,000	\$3,425	\$1,110	\$4,535	34.9%	\$8,465
608	Insurance	\$12,750	\$469	\$0	\$469	3.7%	\$12,281
609	Vehicle Maintenance & Fuel	\$5,000	\$1,140	\$263	\$1,403	28.1%	\$3,597
610	Job & Contracting Advertising	\$1,000	\$1,459	\$80	\$1,539	153.9%	(\$539)
611	Promotional Advertising	\$2,000	\$1,145	\$168	\$1,313	65.7%	\$687
612	Organization/Association Dues	\$3,500	\$180	\$0	\$180	5.1%	\$3,320
613	Postage	\$5,500	\$1,787	\$0	\$1,787	32.5%	\$3,713
614	Janitorial	\$94,000	\$23,272	\$7,977	\$31,249	33.2%	\$62,751
615	Other Building Maintenance	\$9,500	\$3,063	\$114	\$3,177	33.4%	\$6,323
	Total	\$282,650	\$80,403	\$18,653	\$99,056	35.0%	\$183,594
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
701	YS Programming & Supplies	\$4,500	\$1,385	\$468	\$1,853	41.2%	\$2,647
703	Adult Programming Supplies	\$8,000	\$1,052	\$451	\$1,503	18.8%	\$6,497

Fund#	EXPENSES 10/31/2022	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 10/2022	TOTAL EXPENSES 10/31/22	PERCENTAGE SPENT	BALANCE
704 Local History Collection/Progs.		\$0	\$350	\$0	\$350		(\$350)
705 Reserve		\$20,000	\$0	\$0	\$0	0.0%	\$20,000
709 Misc. Professional Serv. & Other		\$9,700	\$5,778	\$618	\$6,396	65.9%	\$3,304
Total Programs/Activ./Other		\$49,200	\$8,564	\$1,537	\$10,102	20.5%	\$39,098

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Oct 1, 2022 to Oct 31, 2022

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/6/22	200742	21000-100	Federal Taxes Withheld	3,060.08	
			Social Security Taxes		
10/6/22	200742	22000-100	Withheld	2,738.78	
10/6/22	200742	22000-100	SB Social Security	137.30	
10/6/22	200742	22000-100	ARLS Social Security	2,601.48	
10/6/22	200742	23000-100	Medicare Taxes Withheld	640.54	
10/6/22	200742	23000-100	SB Medicare Taxes	32.11	
10/6/22	200742	23000-100	ARLS Medicare	608.43	
			Electronic Federal Tax		
10/6/22	200742	10006-100	Payment		9,818.72
10/20/22	200743	21000-100	Federal Taxes Withheld	3,245.22	
			Social Security Taxes		
10/20/22	200743	22000-100	Withheld	2,797.68	
10/20/22	200743	22000-100	SB Social Security	137.30	
10/20/22	200743	22000-100	ARLS Social Security	2,660.38	
10/20/22	200743	23000-100	Medicare Taxes Withheld	654.32	
10/20/22	200743	23000-100	SB Medicare Taxes	32.11	
10/20/22	200743	23000-100	ARLS Medicare	622.21	
			Electronic Federal Tax		
10/20/22	200743	10006-100	Payment		10,149.22
10/5/22	2013-798	70540-600	SB Life Insurance	64.21	
10/5/22	2013-798	70540-600	SB VRS Retirement	185.92	
10/5/22	2013-798	27000-200	VRS Withheld	2,985.42	
10/5/22	2013-798	70460-100	ARLS VRS Insurance	817.22	
10/5/22	2013-798	70460-100	ARLS VRS Retirement	1,870.18	
10/5/22	2013-798	10006-100	Treasurer of Virginia		5,922.95
10/6/22	2013-799	27000-400	EZ Link Voluntary	350.32	
10/6/22	2013-799	10006-100	Treasurer of Virginia		350.32
10/6/22	2013-800	27000-300	EZ Link Withheld	151.79	
10/6/22	2013-800	70460-100	EZ Link Retirement	383.06	
10/6/22	2013-800	10006-100	Treasurer of Virginia		534.85
10/20/22	2013-803	27000-400	EZ Link Voluntary	350.32	
10/20/22	2013-803	10006-100	Treasurer of Virginia		350.32
10/20/22	2013-804	27000-300	EZ Link Withheld	151.79	
10/20/22	2013-804	70460-100	EZ Link Retirement	383.06	
10/20/22	2013-804	10006-100	Treasurer of Virginia		534.85
10/13/22	2023-100E	85850-100	Monthly Shredding	74.97	
10/13/22	2023-100E	10006-100	Shred-It USA LLC		74.97
10/13/22	2023-101E	82070-100	Westlaw Proflex - September	493.92	
10/13/22	2023-101E	10006-100	Thomson Reuters - West		493.92
10/13/22	2023-102E	82600-200	Mobile Internet	138.80	
10/13/22	2023-102E	10006-100	T-Mobile		138.80
10/13/22	2023-103E	82600-200	Mobile Internet	1,000.00	
10/13/22	2023-103E	10006-100	T-Mobile		1,000.00
10/13/22	2023-104E	20200-400	Truist 10/22/22	1,932.48	
10/13/22	2023-104E	10006-100	Truist		1,932.48
10/13/22	2023-105E	84100-480	Telephone - Burrowsville	17.10	

**Appomattox Reg Library System
Cash Disbursements Journal**

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/13/22	2023-105E	10006-100	Verizon		17.10
10/14/22	2023-106E	10007-100	Gross MLS	14,584.48	
10/14/22	2023-106E	10007-100	Gross Non MLS	8,003.87	
10/14/22	2023-106E	10007-100	Gross Hourly	11,957.74	
10/14/22	2023-106E	10007-100	Gross Smart Beginnings	1,738.65	
10/14/22	2023-106E	10006-100	ARLS-Payroll		36,284.74
10/27/22	2023-107E	84000-200	Utilities - HQ	17.10	
10/27/22	2023-107E	84000-410	Utilities - Carson	17.10	
10/27/22	2023-107E	84000-480	Utilities - Burrowsville	17.09	
10/27/22	2023-107E	10006-100	Diamond Springs		51.29
10/27/22	2023-108E	70470-100	Retirees Health Insurance	412.00	
			Anthem BlueCross		
10/27/22	2023-108E	10006-100	BlueShield		412.00
10/27/22	2023-109E	70550-600	SB Health Insurance	1,029.00	
10/27/22	2023-109E	70470-100	ARLS Health Insurance	15,435.00	
			Anthem BlueCross		
10/27/22	2023-109E	10006-100	BlueShield		16,464.00
10/27/22	2023-110E	82900-200	Copier Lease	210.13	
			Canon Financial Services,		
10/27/22	2023-110E	10006-100	Inc.		210.13
			#8299 60 020 0108397		
10/27/22	2023-111E	84100-420	Telephone - Dinwiddie	64.40	
			#8299 60 020 0108397		
10/27/22	2023-111E	82600-420	Internet - Dinwiddie	288.70	
10/27/22	2023-111E	10006-100	Comcast Communications		353.10
			#8299 60 020 0107829		
10/27/22	2023-112E	84100-460	Telephone - Rohoic	64.40	
			#8299 60 020 0107829		
10/27/22	2023-112E	82600-460	Internet - Rohoic	288.70	
10/27/22	2023-112E	10006-100	Comcast Communications		353.10
			#8299 60 021 0013348		
10/27/22	2023-113E	84100-440	Telephone - McKenney	94.85	
			#8299 60 021 0013348		
10/27/22	2023-113E	82600-440	Internet - McKenney	391.31	
10/27/22	2023-113E	10006-100	Comcast Communications		486.16
10/27/22	2023-114E	20200-300	Staples 11/7/22	470.01	
10/27/22	2023-114E	10006-100	Staples Credit Plan		470.01
10/31/22	2023-115E	10007-100	Gross MLS	14,584.48	
10/31/22	2023-115E	10007-100	Gross Non MLS	8,051.68	
10/31/22	2023-115E	10007-100	Gross Hourly	11,963.00	
10/31/22	2023-115E	10007-100	Gross Smart Beginnings	1,738.65	
10/31/22	2023-115E	10006-100	ARLS-Payroll		36,337.81
10/3/22	2023-91E	10007-100	Gross MLS	14,584.48	
10/3/22	2023-91E	10007-100	Gross Non MLS	6,886.26	
10/3/22	2023-91E	10007-100	Gross Hourly	12,383.53	
10/3/22	2023-91E	10007-100	Gross Smart Beginnings	1,738.65	
10/3/22	2023-91E	10006-100	ARLS-Payroll		35,592.92

**Appomattox Reg Library System
Cash Disbursements Journal**

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			#8299 60 017 0199525 HQ -		
10/13/22	2023-92E	82600-200	Internet	301.71	
10/13/22	2023-92E	10006-100	Comcast Communications		301.71
			#8299 60 019 0106328 -		
10/13/22	2023-93E	84100-450	Telephone - PG	154.80	
			#8299 60 019 0106328		
10/13/22	2023-93E	82600-450	Internet - PG	399.68	
10/13/22	2023-93E	10006-100	Comcast Communications		554.48
			#8299 60 020 0356327		
10/13/22	2023-94E	82600-410	Internet - Carson	295.91	
10/13/22	2023-94E	10006-100	Comcast Communications		295.91
			#8299 60 017 205967		
10/13/22	2023-95E	84100-200	Telephone - HQ	537.65	
			#8299 60 017 205967		
10/13/22	2023-95E	82600-200	Internet - HQ	494.95	
10/13/22	2023-95E	10006-100	Comcast Communications		1,032.60
			#8299 60 019 0107136		
10/13/22	2023-96E	84100-430	Telephone - Disputanta	62.90	
			#8299 60 019 017136		
10/13/22	2023-96E	82600-430	Internet - Disputanta	283.73	
10/13/22	2023-96E	10006-100	Comcast Communications		346.63
10/13/22	2023-97E	83700-100	Labels and Label Protectors	309.18	
10/13/22	2023-97E	10006-100	DEMCO, Inc.		309.18
10/13/22	2023-98E	84000-410	Utilities - Carson	196.02	
10/13/22	2023-98E	10006-100	Dominion Energy Virginia		196.02
10/13/22	2023-99E	82450-100	Monthly Billing for October	2,321.72	
10/13/22	2023-99E	82450-100	Managed Workstations	3,479.13	
10/13/22	2023-99E	82450-100	Internet	80.00	
10/13/22	2023-99E	82450-100	WSB-STR-HCS-C100	10.96	
10/13/22	2023-99E	10006-100	E-N Computers, Inc.		5,891.81
10/13/22	43388	80460-100	Invoice: 2066302	330.40	
10/13/22	43388	10006-100	Blackstone Publishing		330.40
10/13/22	43389	80020-100	Invoice: 5017977289	68.00	
10/13/22	43389	80020-100	Invoice: 5017977288	274.47	
10/13/22	43389	10006-100	Baker & Taylor		342.47
10/13/22	43390	80020-100	Invoice: 79339455	27.19	
10/13/22	43390	80210-100	Invoice: 79415919	26.24	
10/13/22	43390	80020-100	Invoice: 79412930	27.99	
10/13/22	43390	80210-100	Invoice: 79415410	74.22	
10/13/22	43390	10006-100	Cengage Learning Inc/Gale		155.64
10/13/22	43391	80210-100	Invoice: 60132713	46.32	
10/13/22	43391	80038-100	Invoice: 67523100	85.07	
10/13/22	43391	80210-100	Invoice: 67523101	12.21	
10/13/22	43391	80025-100	Invoice: 60137483	150.41	
10/13/22	43391	80025-100	Invoice: 60137482	79.31	
10/13/22	43391	80030-100	Invoice: 60137484	962.95	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/13/22	43391	80010-100	Invoice: 60137487	128.92	
10/13/22	43391	80010-100	Invoice: 60137486	29.13	
10/13/22	43391	80200-100	Invoice: 60137488	49.36	
10/13/22	43391	80210-100	Invoice: 60137479	42.80	
10/13/22	43391	80038-100	Invoice: 60137485	19.42	
10/13/22	43391	80230-100	Invoice: 60137489	11.96	
10/13/22	43391	80230-100	Invoice: 60137480	45.06	
10/13/22	43391	80210-100	Invoice: 60137481	254.61	
10/13/22	43391	80010-100	Invoice: 60138440	29.13	
10/13/22	43391	80210-100	Invoice: 60138435	22.40	
10/13/22	43391	80230-100	Invoice: 60138436	18.98	
10/13/22	43391	80210-100	Invoice: 60138437	176.29	
10/13/22	43391	80038-100	Invoice: 60138439	872.82	
10/13/22	43391	80210-100	Invoice: 71890289CM	-30.88	
10/13/22	43391	80230-100	Invoice: 60138442	5.98	
10/13/22	43391	80025-100	Invoice: 60138438	46.32	
10/13/22	43391	80200-100	Invoice: 60138441	18.34	
10/13/22	43391	80030-100	Invoice: 60139128	35.27	
10/13/22	43391	80015-100	Invoice: 60139129	806.84	
10/13/22	43391	80210-100	Invoice: 60140496	10.53	
10/13/22	43391	80210-100	Invoice: 60140490	102.90	
10/13/22	43391	80030-100	Invoice: 60140493	34.95	
10/13/22	43391	80015-100	Invoice: 60140495	60.42	
10/13/22	43391	80025-100	Invoice: 601404	60.81	
10/13/22	43391	80010-100	Invoice: 60140494	1,774.21	
10/13/22	43391	80230-100	Invoice: 60140497	14.36	
10/13/22	43391	80230-100	Invoice: 60140489	44.09	
10/13/22	43391	80230-100	Invoice: 60140491	23.30	
10/13/22	43391	10006-100	Ingram Library Services		6,044.59
10/13/22	43392	80410-100	Invoice: 502738393	24.22	
10/13/22	43392	80405-100	Invoice: 502738394	42.08	
10/13/22	43392	80440-100	Invoice: 502738395	99.84	
10/13/22	43392	80405-100	Invoice: 502771527	339.14	
10/13/22	43392	80440-100	Invoice: 502771524	54.16	
10/13/22	43392	80410-100	Invoice: 502771525	84.66	
10/13/22	43392	80440-100	Invoice: 502771528	318.44	
10/13/22	43392	10006-100	Midwest Tape		962.54
			Contract Overage Lanier 7/22		
10/13/22	43393	82910-200	to 10/22	268.53	
10/13/22	43393	10006-100	Centric Business Systems		268.53
10/13/22	43394	83500-460	Rent - Rohoic Library	300.00	
10/13/22	43394	83500-440	Rent - McKenney Library	300.00	
10/13/22	43394	83500-420	Rent - Dinwiddie Library	300.00	
10/13/22	43394	10006-100	County of Dinwiddie		900.00
10/13/22	43395	83500-450	Rent - PG Library	1,200.00	
10/13/22	43395	83500-430	Rent - Disputanta Library	150.00	
10/13/22	43395	83500-480	Rent - Burrowsville Library	300.00	

**Appomattox Reg Library System
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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/13/22	43395	10006-100	County of Prince George		1,650.00
10/13/22	43396	83810-420	Travel - Dinwiddie 9/24/22	38.38	
10/13/22	43396	10006-100	Shelly Curtis		38.38
10/13/22	43397	85110-100	Pipettes and Trays	43.12	
10/13/22	43397	10006-100	Sarah Finch		43.12
10/13/22	43398	84100-410	Telephone - Carson	113.59	
10/13/22	43398	10006-100	Granite Telecommunications		113.59
10/13/22	43399	83500-200	Rent - Hopewell Library	3,750.00	
			Inv #7996 - Fuel - All		
10/13/22	43399	84300-100	Vehicles	223.13	
10/13/22	43399	10006-100	Hopewell City Treasurer		3,973.13
			Copier Contract 9/28/22 to		
10/13/22	43400	82910-450	9/27/23	476.36	
10/13/22	43400	10006-100	Mauck & Company		476.36
10/13/22	43401	84800-200	Janitorial - HQ	4,382.69	
10/13/22	43401	84800-410	Janitorial - Carson	220.00	
10/13/22	43401	84800-420	Janitorial - Dinwiddie	350.00	
10/13/22	43401	84800-430	Janitorial - Disputanta	256.00	
10/13/22	43401	84800-440	Janitorial - McKenney	250.00	
10/13/22	43401	84800-450	Janitorial - PG	1,485.58	
10/13/22	43401	84800-460	Janitorial - Rohoic	220.00	
10/13/22	43401	84800-480	Janitorial - Burrowsville	195.00	
10/13/22	43401	10006-100	MCS Services, Inc.		7,359.27
10/13/22	43402	82600-480	Internet - Burrowsville	219.00	
10/13/22	43402	10006-100	RuralBand		219.00
			Sit & Be Fit, Yoga for		
10/13/22	43403	85200-100	Beginners	400.00	
10/13/22	43403	10006-100	Terri Spicer		400.00
10/27/22	43404	80460-100	Invoice: 2068166	39.94	
10/27/22	43404	10006-100	Blackstone Publishing		39.94
10/27/22	43405	80070-100	Invoice: 5017987022	89.98	
10/27/22	43405	80020-100	Invoice: 5017987021	31.88	
10/27/22	43405	10006-100	Baker & Taylor		121.86
10/27/22	43406	80210-100	Invoice: 79444649	214.42	
10/27/22	43406	80260-100	Invoice: 79462200	94.46	
10/27/22	43406	10006-100	Cengage Learning Inc/Gale		308.88
10/27/22	43407	80030-100	Invoice: 60141352	10.77	
10/27/22	43407	80230-100	Invoice: 60141357	7.18	
10/27/22	43407	80025-100	Invoice: 60141353	51.28	
10/27/22	43407	80210-100	Invoice: 60141350	22.40	
10/27/22	43407	80010-100	Invoice: 60141356	58.95	
10/27/22	43407	80030-100	Invoice: 60141354	44.44	
10/27/22	43407	80230-100	Invoice: 60141351	46.04	
10/27/22	43407	80038-100	Invoice: 60141355	51.12	
10/27/22	43407	80210-100	Invoice: 60142476	38.88	
10/27/22	43407	80025-100	Invoice: 60141955	11.15	
10/27/22	43407	80038-100	Invoice: 60141957	14.37	

Appomattox Reg Library System
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For the Period From Oct 1, 2022 to Oct 31, 2022

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/27/22	43407	80230-100	Invoice: 60142477	30.09	
10/27/22	43407	80030-100	Invoice: 60141956	30.09	
10/27/22	43407	80210-100	Invoice: 60142478	71.56	
10/27/22	43407	80230-100	Invoice: 60141960	7.18	
10/27/22	43407	80015-100	Invoice: 60141958	44.02	
10/27/22	43407	80210-100	Invoice: 60141954	132.12	
10/27/22	43407	80200-100	Invoice: 60141959	17.26	
10/27/22	43407	80230-100	Invoice: 60141953	13.15	
10/27/22	43407	80200-100	Invoice: 60145279	26.98	
10/27/22	43407	80230-100	Invoice: 60145280	7.18	
10/27/22	43407	80030-100	Invoice: 60145276	10.57	
10/27/22	43407	80230-100	Invoice: 60145274	28.85	
10/27/22	43407	80015-100	Invoice: 60145278	21.14	
10/27/22	43407	80210-100	Invoice: 60145275	91.58	
10/27/22	43407	80038-100	Invoice: 60145277	36.88	
10/27/22	43407	10006-100	Ingram Library Services		925.23
10/27/22	43408	80440-100	Invoice: 502805216	217.94	
10/27/22	43408	80440-100	Invoice: 502805214	34.58	
10/27/22	43408	80405-100	Invoice: 502805215	478.73	
10/27/22	43408	10006-100	Midwest Tape		731.25
10/27/22	43409	85110-100	YS Supplies	84.80	
10/27/22	43409	10006-100	Rija Mughal		84.80
10/27/22	43410	83810-100	Parking - VLA Conference	29.00	
			Travel - VLA Conference -		
10/27/22	43410	83810-100	10/19/22, 10/21/22	74.34	
10/27/22	43410	10006-100	Brian Manning		103.34
			Items for VLA Scholarship		
10/27/22	43411	84510-100	Basket	47.57	
10/27/22	43411	10006-100	Elizabeth Trop		47.57
			"Friends of the Library"		
10/27/22	43412	82700-100	Brochure	225.00	
10/27/22	43412	10006-100	Johnson Printing Service		225.00
10/27/22	43413	84900-450	Monitoring of Alarms - PG	59.00	
10/27/22	43413	84900-200	Monitoring of Alarms - HQ	55.00	
			Petersburg Alarm Company,		
10/27/22	43413	10006-100	Inc.		114.00
10/27/22	43414	81100-200	Handi Mover Cart	384.26	
10/27/22	43414	84810-100	Soap	344.27	
10/27/22	43414	10006-100	ULINE		728.53
10/27/22	43415	80060-100	Encyclopedia 2022	1,998.00	
			World Book School &		
10/27/22	43415	10006-100	Library		1,998.00
Total				195,967.52	195,967.52

Appomattox Reg Library System

Truist CK #2023-104E

10/13/22

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/27/22	Rotary 9228	83800-100	Conference Registration	50.00	
8/27/22	Rotary 9228	20200-400	Rotary District 7600		50.00
8/29/22	Amazon 9219.1	83700-100	Toner	293.78	
8/29/22	Amazon 9219.1	20200-400	Amazon.com		293.78
8/31/22	Google 8/31/22	82020-100	Google E-Mail	390.00	
8/31/22	Google 8/31/22	20200-400	Google		390.00
9/1/22	Despair 9249	83700-100	Wall Calendar	34.50	
9/1/22	Despair 9249	20200-400	Despair, Inc.		34.50
9/1/22	Indeed 9268	84400-100	Ad - Admin Manager	520.00	
9/1/22	Indeed 9268	20200-400	indeed.com		520.00
9/2/22	Universal 9231	83910-100	Excel Class	50.00	
9/2/22	Universal 9231	20200-400	Universal Class		50.00
9/6/22	Amazon 9233	85110-100	Paper & Markers	51.18	
9/6/22	Amazon 9233	20200-400	Amazon.com		51.18
			Dinner - Friends Board		
9/8/22	Luca 9235	85800-100	Mtg	36.00	
9/8/22	Luca 9235	20200-400	Luca's Italian Restaurant		36.00
9/9/22	Lowe's	83700-100	Magnets for Van	21.99	
9/9/22	Lowe's	20200-400	Lowe's		21.99
9/13/22	Oriental 9244	85110-100	Halloween YS Supplies	26.29	
9/13/22	Oriental 9244	20200-400	Oriental Trading Co.		26.29
9/16/22	Amazon 9245	81100-100	Adding Machine	69.00	
			Sharpener, Bindaids,		
9/16/22	Amazon 9245	83700-100	Glade	78.07	
9/16/22	Amazon 9245	20200-400	Amazon.com		147.07
9/20/22	Oriental	84510-100	Harvest-ween Supplies	146.90	
9/20/22	Oriental	20200-400	Oriental Trading Co.		146.90
9/20/22	Read 9/20/22	80210-100	Adult Fiction - SO	17.52	
9/20/22	Read 9/20/22	20200-400	Reader Service		17.52
			Lunch for Sept Board		
9/20/22	Route 9250	85800-100	Meeting	52.75	
9/20/22	Route 9250	20200-400	Route 1 County Store		52.75
9/23/22	Amazon 9254	84810-100	Windex	40.48	
9/23/22	Amazon 9254	20200-400	Amazon.com		40.48
9/26/22	Hopewell 9256	85800-100	H/PG Chamber Mixer	35.00	
			Hopewell/PG Chamber		
9/26/22	Hopewell 9256	20200-400	Commerce		35.00
9/27/22	Amazon 9/27/22	80025-100	Adult Fiction	19.02	
9/27/22	Amazon 9/27/22	20200-400	Amazon.com		19.02
Total				1,932.48	1,932.48

Appomattox Reg Library System

Staples CK #2023-114E

10/27/22

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/20/22	Staples 9246	83700-100	Paper, Clips, Pencils,Tape		
9/20/22	Staples 9246	20200-300	Dis	195.80	
			Staples, Inc.		195.80
			Envelopes, Tape, Paper,		
10/11/22	Staples 9271	83700-100	Duster	196.23	
10/11/22	Staples 9271	84810-100	Toilet Paper	77.98	
10/11/22	Staples 9271	20200-300	Staples, Inc.		274.21
	Total			470.01	470.01

Smart Beginnings Report
7/1/22 to 10/31/22

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/22	Beginning Balance			8,481.17
7/28/22	Payment from SB		8,481.17	
7/31/22	July Salary & Benefits	6,041.03		
8/25/22	Payment from SB		6,041.03	
8/31/22	August Salary & Benefits	6,041.03		
9/22/22	Payment from SB		6,041.03	
9/30/22	September Salary & Benefits	6,041.03		
10/14/22	Payment from SB		6,041.03	
10/31/22	October Salary & Benefits	6,041.03		
10/31/22	Ending Balance			6,041.03

ARLS Pay Scale

LA 1/ Outreach/Delivery			LA 2			Librarian		
GR	Hourly	Annual	GR	Hourly	Annual	GR	Hourly	Annual
A	13.50	26,325	A	13.58	26,481	A	19.04	37,128
A.1	13.64	26,588	A.1	13.72	26,746	A.1	19.23	37,499
A.2	13.77	26,854	A.2	13.85	27,013	A.2	19.42	37,874
A.3	13.91	27,123	A.3	13.99	27,283	A.3	19.62	38,253
A.4	14.05	27,394	A.4	14.13	27,556	A.4	19.81	38,636
B	14.19	27,668	B	14.27	27,832	B	20.01	39,022
B.1	14.33	27,945	B.1	14.42	28,110	B.1	20.21	39,412
B.2	14.47	28,224	B.2	14.56	28,391	B.2	20.41	39,806
B.3	14.62	28,506	B.3	14.71	28,675	B.3	20.62	40,204
B.4	14.76	28,791	B.4	14.85	28,962	B.4	20.82	40,606
C	14.91	29,079	C	15.00	29,251	C	21.03	41,012
C.1	15.06	29,370	C.1	15.15	29,544	C.1	21.24	41,423
C.2	15.21	29,664	C.2	15.30	29,839	C.2	21.45	41,837
C.3	15.36	29,960	C.3	15.46	30,138	C.3	21.67	42,255
C.4	15.52	30,260	C.4	15.61	30,439	C.4	21.89	42,678
D	15.67	30,563	D	15.77	30,744	D	22.10	43,104
D.1	15.83	30,868	D.1	15.92	31,051	D.1	22.33	43,535
D.2	15.99	31,177	D.2	16.08	31,362	D.2	22.55	43,971
D.3	16.15	31,489	D.3	16.24	31,675	D.3	22.77	44,411
D.4	16.31	31,803	D.4	16.41	31,992	D.4	23.00	44,855
E	16.47	32,122	E	16.57	32,312	E	23.23	45,303
E.1	16.64	32,443	E.1	16.74	32,635	E.1	23.46	45,756
E.2	16.80	32,767	E.2	16.90	32,961	E.2	23.70	46,214
E.3	16.97	33,095	E.3	17.07	33,291	E.3	23.94	46,676
E.4	17.14	33,426	E.4	17.24	33,624	E.4	24.18	47,143
F	17.31	33,760	F	17.42	33,960	F	24.42	47,614
F.1	17.49	34,098	F.1	17.59	34,300	F.1	24.66	48,090
F.2	17.66	34,439	F.2	17.77	34,643	F.2	24.91	48,571
F.3	17.84	34,783	F.3	17.94	34,989	F.3	25.16	49,057
F.4	18.02	35,131	F.4	18.12	35,339	F.4	25.41	49,547
G	18.20	35,482	G	18.30	35,692	G	25.66	50,043
G.1	18.38	35,837	G.1	18.49	36,049	G.1	25.92	50,543
G.2	18.56	36,195	G.2	18.67	36,410	G.2	26.18	51,049
G.3	18.75	36,557	G.3	18.86	36,774	G.3	26.44	51,559
G.4	18.93	36,923	G.4	19.05	37,142	G.4	26.71	52,075
H	19.12	37,292	H	19.24	37,513	H	26.97	52,596
H.1	19.32	37,665	H.1	19.43	37,888	H.1	27.24	53,122
H.2	19.51	38,042	H.2	19.62	38,267	H.2	27.51	53,653
H.3	19.70	38,422	H.3	19.82	38,650	H.3	27.79	54,189
H.4	19.90	38,806	H.4	20.02	39,036	H.4	28.07	54,731
I	20.10	39,194	I	20.22	39,427	I	28.35	55,279
I.1	20.30	39,586	I.1	20.42	39,821	I.1	28.63	55,831
I.2	20.50	39,982	I.2	20.63	40,219	I.2	28.92	56,390
I.3	20.71	40,382	I.3	20.83	40,621	I.3	29.21	56,954
I.4	20.92	40,786	I.4	21.04	41,027	I.4	29.50	57,523
J	21.12	41,194	J	21.25	41,438	J	29.79	58,098
J.1	21.34	41,606	J.1	21.46	41,852	J.1	30.09	58,679
J.2	21.55	42,022	J.2	21.68	42,271	J.2	30.39	59,266
J.3	21.77	42,442	J.3	21.89	42,693	J.3	30.70	59,859
J.4	21.98	42,866	J.4	22.11	43,120	J.4	31.00	60,457
K	22.20	43,295	K	22.33	43,551	K	31.31	61,062
K.1	22.42	43,728	K.1	22.56	43,987	K.1	31.63	61,673
K.2	22.65	44,165	K.2	22.78	44,427	K.2	31.94	62,289
K.3	22.88	44,607	K.3	23.01	44,871	K.3	32.26	62,912
K.4	23.10	45,053	K.4	23.24	45,320	K.4	32.59	63,541
L	23.34	45,503	L	23.47	45,773	L	32.91	64,177

ARLS Pay Scale

Department Managers			Community Relations Coordinator			Accounting Clerk		
GR	Hourly	Annual	GR	Hourly	Annual	GR	Hourly	Annual
A	24.30	47,395	A	18.76	36,580	A	15.89	30,981
A.1	24.55	47,869	A.1	18.95	36,946	A.1	16.05	31,291
A.2	24.79	48,347	A.2	19.14	37,315	A.2	16.21	31,603
A.3	25.04	48,831	A.3	19.33	37,689	A.3	16.37	31,920
A.4	25.29	49,319	A.4	19.52	38,065	A.4	16.53	32,239
B	25.54	49,812	B	19.72	38,446	B	16.70	32,561
B.1	25.80	50,310	B.1	19.91	38,831	B.1	16.86	32,887
B.2	26.06	50,814	B.2	20.11	39,219	B.2	17.03	33,216
B.3	26.32	51,322	B.3	20.31	39,611	B.3	17.20	33,548
B.4	26.58	51,835	B.4	20.52	40,007	B.4	17.38	33,883
C	26.85	52,353	C	20.72	40,407	C	17.55	34,222
C.1	27.12	52,877	C.1	20.93	40,811	C.1	17.73	34,564
C.2	27.39	53,406	C.2	21.14	41,219	C.2	17.90	34,910
C.3	27.66	53,940	C.3	21.35	41,632	C.3	18.08	35,259
C.4	27.94	54,479	C.4	21.56	42,048	C.4	18.26	35,612
D	28.22	55,024	D	21.78	42,468	D	18.44	35,968
D.1	28.50	55,574	D.1	22.00	42,893	D.1	18.63	36,327
D.2	28.78	56,130	D.2	22.22	43,322	D.2	18.82	36,691
D.3	29.07	56,691	D.3	22.44	43,755	D.3	19.00	37,058
D.4	29.36	57,258	D.4	22.66	44,193	D.4	19.19	37,428
E	29.66	57,831	E	22.89	44,635	E	19.39	37,802
E.1	29.95	58,409	E.1	23.12	45,081	E.1	19.58	38,180
E.2	30.25	58,993	E.2	23.35	45,532	E.2	19.78	38,562
E.3	30.56	59,583	E.3	23.58	45,987	E.3	19.97	38,948
E.4	30.86	60,179	E.4	23.82	46,447	E.4	20.17	39,337
F	31.17	60,780	F	24.06	46,912	F	20.37	39,731
F.1	31.48	61,388	F.1	24.30	47,381	F.1	20.58	40,128
F.2	31.80	62,002	F.2	24.54	47,854	F.2	20.78	40,529
F.3	32.11	62,622	F.3	24.79	48,333	F.3	20.99	40,935
F.4	32.44	63,248	F.4	25.03	48,816	F.4	21.20	41,344
G	32.76	63,881	G	25.28	49,304	G	21.41	41,757
G.1	33.09	64,520	G.1	25.54	49,798	G.1	21.63	42,175
G.2	33.42	65,165	G.2	25.79	50,295	G.2	21.84	42,597
G.3	33.75	65,817	G.3	26.05	50,798	G.3	22.06	43,023
G.4	34.09	66,475	G.4	26.31	51,306	G.4	22.28	43,453
H	34.43	67,139	H	26.57	51,819	H	22.51	43,887
H.1	34.77	67,811	H.1	26.84	52,338	H.1	22.73	44,326
H.2	35.12	68,489	H.2	27.11	52,861	H.2	22.96	44,770
H.3	35.47	69,174	H.3	27.38	53,390	H.3	23.19	45,217
H.4	35.83	69,866	H.4	27.65	53,924	H.4	23.42	45,669
I	36.19	70,564	I	27.93	54,463	I	23.65	46,126
I.1	36.55	71,270	I.1	28.21	55,007	I.1	23.89	46,587
I.2	36.91	71,983	I.2	28.49	55,557	I.2	24.13	47,053
I.3	37.28	72,702	I.3	28.78	56,113	I.3	24.37	47,524
I.4	37.66	73,429	I.4	29.06	56,674	I.4	24.61	47,999
J	38.03	74,164	J	29.35	57,241	J	24.86	48,479
J.1	38.41	74,905	J.1	29.65	57,813	J.1	25.11	48,964
J.2	38.80	75,654	J.2	29.94	58,391	J.2	25.36	49,453
J.3	39.19	76,411	J.3	30.24	58,975	J.3	25.61	49,948
J.4	39.58	77,175	J.4	30.55	59,565	J.4	25.87	50,448
K	39.97	77,947	K	30.85	60,161	K	26.13	50,952
K.1	40.37	78,726	K.1	31.16	60,762	K.1	26.39	51,461
K.2	40.78	79,514	K.2	31.47	61,370	K.2	26.65	51,976
K.3	41.18	80,309	K.3	31.79	61,984	K.3	26.92	52,496
K.4	41.60	81,112	K.4	32.10	62,604	K.4	27.19	53,021
L	42.01	81,923	L	32.43	63,230	L	27.46	53,551

ARLS Pay Scale

Admin & Personnel Svcs Mgr			Assistant Director			Regional Director		
GR	Hourly	Annual	GR	Hourly	Annual	GR	Hourly	Annual
A	18.81	36,684	A	24.94	48,631	A	30.61	59,695
A.1	19.00	37,051	A.1	25.19	49,117	A.1	30.92	60,292
A.2	19.19	37,421	A.2	25.44	49,609	A.2	31.23	60,895
A.3	19.38	37,795	A.3	25.69	50,105	A.3	31.54	61,504
A.4	19.58	38,173	A.4	25.95	50,606	A.4	31.86	62,119
B	19.77	38,555	B	26.21	51,112	B	32.17	62,740
B.1	19.97	38,941	B.1	26.47	51,623	B.1	32.50	63,367
B.2	20.17	39,330	B.2	26.74	52,139	B.2	32.82	64,001
B.3	20.37	39,723	B.3	27.01	52,660	B.3	33.15	64,641
B.4	20.57	40,121	B.4	27.28	53,187	B.4	33.48	65,288
C	20.78	40,522	C	27.55	53,719	C	33.82	65,940
C.1	20.99	40,927	C.1	27.82	54,256	C.1	34.15	66,600
C.2	21.20	41,336	C.2	28.10	54,799	C.2	34.50	67,266
C.3	21.41	41,750	C.3	28.38	55,347	C.3	34.84	67,939
C.4	21.62	42,167	C.4	28.67	55,900	C.4	35.19	68,618
D	21.84	42,589	D	28.95	56,459	D	35.54	69,304
D.1	22.06	43,015	D.1	29.24	57,024	D.1	35.90	69,997
D.2	22.28	43,445	D.2	29.54	57,594	D.2	36.25	70,697
D.3	22.50	43,879	D.3	29.83	58,170	D.3	36.62	71,404
D.4	22.73	44,318	D.4	30.13	58,752	D.4	36.98	72,118
E	22.95	44,761	E	30.43	59,339	E	37.35	72,839
E.1	23.18	45,209	E.1	30.73	59,933	E.1	37.73	73,568
E.2	23.42	45,661	E.2	31.04	60,532	E.2	38.10	74,303
E.3	23.65	46,118	E.3	31.35	61,137	E.3	38.49	75,046
E.4	23.89	46,579	E.4	31.67	61,749	E.4	38.87	75,797
F	24.13	47,044	F	31.98	62,366	F	39.26	76,555
F.1	24.37	47,515	F.1	32.30	62,990	F.1	39.65	77,320
F.2	24.61	47,990	F.2	32.63	63,620	F.2	40.05	78,094
F.3	24.86	48,470	F.3	32.95	64,256	F.3	40.45	78,875
F.4	25.10	48,955	F.4	33.28	64,898	F.4	40.85	79,663
G	25.36	49,444	G	33.61	65,547	G	41.26	80,460
G.1	25.61	49,939	G.1	33.95	66,203	G.1	41.67	81,264
G.2	25.87	50,438	G.2	34.29	66,865	G.2	42.09	82,077
G.3	26.12	50,942	G.3	34.63	67,533	G.3	42.51	82,898
G.4	26.39	51,452	G.4	34.98	68,209	G.4	42.94	83,727
H	26.65	51,966	H	35.33	68,891	H	43.37	84,564
H.1	26.92	52,486	H.1	35.68	69,580	H.1	43.80	85,410
H.2	27.19	53,011	H.2	36.04	70,276	H.2	44.24	86,264
H.3	27.46	53,541	H.3	36.40	70,978	H.3	44.68	87,127
H.4	27.73	54,076	H.4	36.76	71,688	H.4	45.13	87,998
I	28.01	54,617	I	37.13	72,405	I	45.58	88,878
I.1	28.29	55,163	I.1	37.50	73,129	I.1	46.03	89,767
I.2	28.57	55,715	I.2	37.88	73,860	I.2	46.49	90,664
I.3	28.86	56,272	I.3	38.26	74,599	I.3	46.96	91,571
I.4	29.15	56,835	I.4	38.64	75,345	I.4	47.43	92,487
J	29.44	57,403	J	39.02	76,098	J	47.90	93,411
J.1	29.73	57,977	J.1	39.42	76,859	J.1	48.38	94,346
J.2	30.03	58,557	J.2	39.81	77,628	J.2	48.87	95,289
J.3	30.33	59,143	J.3	40.21	78,404	J.3	49.35	96,242
J.4	30.63	59,734	J.4	40.61	79,188	J.4	49.85	97,204
K	30.94	60,331	K	41.02	79,980	K	50.35	98,176
K.1	31.25	60,935	K.1	41.43	80,780	K.1	50.85	99,158
K.2	31.56	61,544	K.2	41.84	81,588	K.2	51.36	100,150
K.3	31.88	62,159	K.3	42.26	82,404	K.3	51.87	101,151
K.4	32.20	62,781	K.4	42.68	83,228	K.4	52.39	102,163
L	32.52	63,409	L	43.11	84,060	L	52.92	103,184

'2023 opted	Total Receipts 7/22 -10/22	10/31/22	Total Receipts	Percentage Received	Balance Due	Proposed FY2024 Budget	Percentage Increase or Decrease	Comments
\$20,000	\$0	\$0	\$0	0.0%	\$20,000	\$20,000	0%	
\$100,000	\$0	\$0	\$0	0.0%	\$100,000	\$100,000	0%	
\$675,407	\$168,852	\$168,852	\$337,704	50.0%	\$337,704	\$714,322	6%	
\$323,072	\$80,768	\$80,768	\$161,536	50.0%	\$161,536	\$342,453	6%	
\$645,631	\$322,815	\$0	\$322,815	50.0%	\$322,816	\$684,362	6%	
\$453,235	\$129,278	\$129,278	\$258,557	57.0%	\$194,679	\$453,235	0%	
\$9,000	\$2,039	\$598	\$2,637	29.3%	\$6,363	\$8,000	-11%	
\$25,000	\$6,587	\$1,620	\$8,207	32.8%	\$16,793	\$25,000	0%	
\$21,000	\$22,328	\$0	\$22,328	106.3%	(\$1,328)	\$21,000	0%	
\$16,000	\$16,274	\$32,044	\$48,317	302.0%	(\$32,317)	\$16,000	0%	
\$1,000	\$0	\$0	\$0	0.0%	\$1,000	\$1,000	0%	
\$1,000	\$0	\$0	\$0	0.0%	\$1,000	\$1,000	0%	
\$1,100	\$1,216	\$34	\$1,250	113.6%	(\$150)	\$1,500	36%	
\$291,445	\$750,157	\$413,193	\$1,163,350	50.8%	\$1,128,095	\$2,387,872	4%	

FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 10/2022	TOTAL EXPENSES 10/31/22	PERCENTAGE SPENT	BALANCE	Proposed FY2024 Budget	Percentage Increase or Decrease	Comments
\$496,209	\$113,413	\$38,183	\$151,596	30.6%	\$344,613	\$525,982		The current rate of inflation at the drafting of this proposal is 7.75%. The intent is to keep staff wages pace with the economy.
\$662,055	\$137,748	\$46,398	\$184,147	27.8%	\$477,908	\$701,778	6%	
\$332,464	\$77,547	\$25,645	\$103,191	31.0%	\$229,273	\$352,412	6%	Benefits are adjusted for the proposed wage increase as will in anticipation of health insurance cost increases. In the past 6 years, health insurance costs have stayed steady one year, decreased one year and increased in 4 of the years.
\$1,490,728	\$328,708	\$110,225	\$438,933	29.4%	\$1,051,794	\$1,580,172	6%	
\$105,000	\$22,257	\$8,218	\$30,476	29.0%	\$74,524	\$105,000	0%	
\$21,000	\$0	\$0	\$0	0.0%	\$21,000	\$21,000	0%	
\$30,000	\$8,076	\$1,936	\$10,013	33.4%	\$19,987	\$30,000	0%	
\$10,000	\$0	\$0	\$0	0.0%	\$10,000	\$10,000	0%	
\$25,000	\$5,750	\$2,089	\$7,839	31.4%	\$17,161	\$25,000	0%	
\$5,500	\$5,356	\$0	\$5,356	97.4%	\$144	\$5,500	0%	
\$0	\$0	\$0	\$0	0.0%	\$0	\$6,000		To better manage and control expenses, this is a new budget line. The money is a reduction to line 603 below.
\$0	\$0	\$0	\$0	0.0%	\$0			
\$25,000	\$26,945	\$0	\$26,945	107.8%	(\$1,945)	\$25,000	0%	
\$221,500	\$68,385	\$12,244	\$80,629	36.4%	\$140,871	\$227,500	3%	
\$20,000	\$8,261	\$720	\$8,981	44.9%	\$11,019	\$15,000	-25%	

In FY2023 the library purchased new switches and network equipment that qualified for partial reimbursement from the federal E-Rate program. In FY2024 at least two of the library's network servers will need to be replaced and the equipment will not qualify for reimbursement.

\$50,000	\$49,901	(\$32,044)	\$17,857	35.7%	\$32,143	\$50,000	0%
\$70,000	\$58,162	(\$31,323)	\$26,838	38.3%	\$43,162	\$65,000	-7%
\$3,100	\$0	\$0	\$0	0.0%	\$3,100	\$3,100	0%
\$40,000	\$29,659	\$545	\$30,203	75.5%	\$9,797	\$50,000	25%
\$20,000	\$11,744	\$0	\$11,744	58.7%	\$8,256	\$21,500	8%
\$3,000	\$2,349	\$0	\$2,349	78.3%	\$651	\$3,000	0%
\$70,000	\$26,070	\$5,892	\$31,962	45.7%	\$38,038	\$70,000	0%
FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 10/2022	TOTAL EXPENSES 10/31/22	PERCENTAGE SPENT	BALANCE	Proposed FY2024 Budget	Percentage Increase or Decrease
\$35,000	\$10,690	\$4,102	\$14,793	42.3%	\$20,207	\$40,000	14%
\$4,200	\$2,106	\$225	\$2,331	55.5%	\$1,870	\$5,000	19%
\$175,300	\$82,617	\$10,764	\$93,381	53.3%	\$81,919	\$192,600	10%
\$7,000	\$1,861	\$955	\$2,816	40.2%	\$4,184	\$7,000	0%
\$17,000	\$16,492	\$0	\$16,492	97.0%	\$508	\$16,500	-3%
\$76,650	\$18,900	\$6,300	\$25,200	32.9%	\$51,450	\$76,650	0%
\$25,000	\$4,210	\$630	\$4,840	19.4%	\$20,160	\$15,000	-40%
\$5,000	\$1,355	\$810	\$2,165	43.3%	\$2,835	\$5,000	0%
\$2,000	\$815	\$0	\$815	40.8%	\$1,185	\$2,000	0%
\$3,750	\$829	\$247	\$1,076	28.7%	\$2,674	\$3,750	0%
\$13,000	\$3,425	\$1,110	\$4,535	34.9%	\$8,465	\$13,600	5%
\$12,750	\$469	\$0	\$469	3.7%	\$12,281	\$12,750	0%
\$5,000	\$1,140	\$263	\$1,403	28.1%	\$3,597	\$5,000	0%
\$1,000	\$1,459	\$80	\$1,539	153.9%	(\$539)	\$1,500	50%
\$2,000	\$1,145	\$168	\$1,313	65.7%	\$687	\$2,000	0%
\$3,500	\$180	\$0	\$180	5.1%	\$3,320	\$3,500	0%
\$5,500	\$1,787	\$0	\$1,787	32.5%	\$3,713	\$5,500	0%

The library has seen increased costs in the web applications it provides the public such as Ancestry.com for libraries as well as exploring other services that will improve service to the patrons.

\$94,000	\$23,272	\$7,977	\$31,249	33.2%	\$62,751	\$94,000	0%	
\$9,500	\$3,063	\$114	\$3,177	33.4%	\$6,323	\$9,500	0%	
\$282,650	\$80,403	\$18,653	\$99,056	35.0%	\$183,594	\$273,250	-3%	Comments
\$7,000	\$0	\$0	\$0	0.0%	\$7,000	\$7,000	0%	
\$4,500	\$1,385	\$468	\$1,853	41.2%	\$2,647	\$4,500	0%	
\$8,000	\$1,052	\$451	\$1,503	18.8%	\$6,497	\$8,000	0%	
FY23	TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE	Proposed FY2024	Percentage	Comments
Adopted	PREVIOUS	EXPENSES -	10/31/22	SPENT		Budget	Increase or	
Budget	MONTH	10/2022					Decrease	
\$0	\$350	\$0	\$350		(\$350)	\$350		
\$20,000	\$0	\$0	\$0	0.0%	\$20,000	\$20,000	0%	
\$9,700	\$5,778	\$618	\$6,396	65.9%	\$3,304	\$9,500	-2%	
\$49,200	\$8,564	\$1,537	\$10,102	20.5%	\$39,098	\$49,350	0%	
\$2,289,378	\$626,839	\$122,100	\$748,939	32.7%	\$1,540,439	\$2,387,872	4%	

Community Engagement

10/21/22	VLA Conference – 10/21/22 – 10/24/22
11/03/22	Tri-Cities CultureWorks Quarterly Meeting
11/04/22	Prince George County Business & Jobs Fair
11/16/22	Meeting with Babette Hammond – Petersburg Library Job Fair
12/01/22	Friends of the Library for Hopewell/Prince George meeting
12/02/22	Joint CALD/TALDC meeting – James City County Library
12/02/22	FOLD Holiday Open House