

# APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

October 18, 2022

Rohoic Library  
1:00 p.m.

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

**October 18, 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 October 18, 2022  
Financial Report – dated October 18, 2022  
Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Staff Update - Briana Terry
- R2.** Long Range Plan - FY2022 - FY2025
- R3.** Staff Development Day
- R4.** Friends of the Library Update
- R5.** Animals Along the Appomattox
- R6.** Policy Change Recommendation – Extension of meeting room use for business meetings

**Committee Reports:**

**New Business:**

Closed Session

**Unfinished Business:**

Recommended Revision of Meeting Room Policy

**Adjournment - Next Meeting: December 13, 2022 at the Hopewell Library at 1:00 pm.**

**Appomattox Regional Library System  
Board of Trustees Regular Meeting  
Minutes of September 20, 2022**

**Call to Order:** Chairman William Thomas called the meeting to order at 1 p.m. at the Ragsdale Recreation Center in McKenney.

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

**Trustees Absent:** David Harless (H)

**Staff Present:** Brian Manning

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

**Approval of Consent Agenda:** Dr. Ruffin moved to accept the consent agenda as written; Ms. Bennett seconded. The motion was approved unanimously.

**Citizen Comments:** Ms. Eliades expressed concern that the homeless congregating outside the Hopewell Library is a nuisance. Mr. Manning commented that it's a common problem; however, no violation of law, thus, there are no grounds to intervene, other than to continue to ask them to move from the library.

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

**R1.** The new Administrative and Personnel Services Manager for the Hopewell Library, Ms. Briana Terry, coming on board October 1. She will be at the October meeting. Ms. Terry has managed grant programs and served as a team leader with larger corporations, namely the YMCA.

**R2.** Participation in the summer reading program included 5,578 children and 476 teens. Mr. Manning mentioned there was 265 adults, a significant increase from his first year.

**R3.** The Crater Health District – HIGI, a free consumer health service that creates health stations, offers educational content and health risk tests and offers digital and home health tools. The kiosks generally appear in supermarkets, pharmacies, and other retail locations. The service will be offered at the Prince George Library. Mr. Ray Vines, Director will likely offer at the Eastside Community Enhancement Center where the Rohoic Library is located.

**R4.** The Dolly Parton's Imagination Library, a book gifting program that mails free books to children age 5 and under. (Does not cover shipping and handling.) The Library will not be able to offer as a service. However, these books are available to the public at the library.

**R5.** ARLS will participate in the Prince George Book Sale, Hopewell Christmas Parade, Dinwiddie Tree Lighting, Hopewell Harvestween, Crater Health District, and the Virginia Employment Commission.

**R6.** There is much need for new members of "Friends of the Library."

**R7.** Recommended policy change to extend library meeting rooms to include "businesses" to the extent such meetings do not prohibit availability to the public. Businesses would be able to use designated meeting rooms for general business meetings, training sessions or work-related seminars. Activities designed to lead directly to the sale of goods and services are not permitted.

**Committee Reports:** None

**Unfinished Business:**

Ms. Binford, personnel committee chair, stated that Mr. Manning's evaluation for the year ending June 30, 2022 must be completed by November 2022. The Board will need to evaluate the strategic plan at the October 2022 meeting.

**New Business:** None

Ms. Eliades motioned to go into Executive close session. The secretary seconded and followed with roll call. After the closed session, there was certification to reconvene the regular meeting.

In reviewing accomplishments for the year, there was some discussion about the need for cross training in local history and library functions. Mr. Manning will follow up with more information. Mr. Thomas will email board members the five-year strategic plan. Mr. Manning will email the newly developed strategic plan and progress report.

**Adjournment:**

Chairman Thomas called for a motion to adjourn the meeting. Ms. Binford moved to close the meeting and Ms. Eliades seconded. The meeting adjourned at 2:51 p.m.

**Next Meeting:**

The next meeting will be held on Tuesday, October 18, 2022, at the Rohoic Library, located at the Eastside Community Enhancement Center, 7301B Boydton Plank Rd., North Dinwiddie.

**Sandra E. Ruffin, Ed.D., Secretary** ([Sandra.ruffin1948@outlook.com](mailto:Sandra.ruffin1948@outlook.com), 804 852-2135)



Appomattox Regional Library System  
Board of Trustees Regular Meeting  
Minutes of September 20, 2022

Statistical Report  
October 18, 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 FROM FY22	
															by Month	
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										780	-11%	-12%
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											-3%	-7%
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										4,716	4%	9%
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										1,652	-8%	-2%
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										27,626	-1%	5%

Statistical Report  
October 18, 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										3,488	97%
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											39%
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										2,777	64%
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										5,867	-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	
															1%



**Statistical Report**  
**October 18, 2022**

<b>PATRON VISITS</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>
<b>FY2023</b>													
Burrowsville	114	133	82	0	0	0	0	0	0	0	0	0	329
Carson Depot	203	203	181	0	0	0	0	0	0	0	0	0	587
Dinwiddie	502	519	457	0	0	0	0	0	0	0	0	0	1,478
Disputanta	113	164	183	0	0	0	0	0	0	0	0	0	460
Hopewell	11,002	12,138	11,701	0	0	0	0	0	0	0	0	0	34,841
McKenney	241	258	298	0	0	0	0	0	0	0	0	0	797
Prince George	4,879	4,174	4,265	0	0	0	0	0	0	0	0	0	13,318
Rohoic	310	317	323	0	0	0	0	0	0	0	0	0	950
<b>TOTAL</b>	<b>17,364</b>	<b>17,906</b>	<b>17,490</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,760</b>
<b>MISC TRANSACTIONS</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>
Meetings	165	159	140	0	0	0	0	0	0	0	0	0	464
Meeting Room Users	513	724	1,058	0	0	0	0	0	0	0	0	0	2,295
Book Group **	12	17	12	0	0	0	0	0	0	0	0	0	41
Adult Program **	608	336	262	0	0	0	0	0	0	0	0	0	1,206
Non-SRP Child Program **	0	0	338	0	0	0	0	0	0	0	0	0	338
Non-SRP Teen Program	0	0	123	0	0	0	0	0	0	0	0	0	123
Storytime**	357	202	337	0	0	0	0	0	0	0	0	0	896
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	0	0	0	0	0	0	0	0	0	5,838
Database Usage	486	417	503	0	0	0	0	0	0	0	0	0	1,406
<b>TOTALS</b>	<b>8,119</b>	<b>4,728</b>	<b>3,776</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,623</b>

\*\*Includes online programming

Statistical Report  
October 18, 2022

REFERENCE QUESTIONS - FY2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	27	24	27	0	0	0	0	0	0	0	0	0	78
Carson Depot	5	11	9	0	0	0	0	0	0	0	0	0	25
Dinwiddie	131	112	91	0	0	0	0	0	0	0	0	0	334
Disputanta	70	77	57	0	0	0	0	0	0	0	0	0	204
Hopewell	872	1,021	829	0	0	0	0	0	0	0	0	0	2,722
McKenney	181	211	233	0	0	0	0	0	0	0	0	0	625
Prince George	796	672	605	0	0	0	0	0	0	0	0	0	2,073
Rohoic	76	59	61	0	0	0	0	0	0	0	0	0	196
<b>TOTALS</b>	<b>2,158</b>	<b>2,187</b>	<b>1,912</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,257</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	14	3	2	0	0	0	0	0	0	0	0	0	19
WIFI	0	1	5	0	0	0	0	0	0	0	0	0	6
Carson Depot Workstation	64	64	13	0	0	0	0	0	0	0	0	0	141
WIFI	7	6	12	0	0	0	0	0	0	0	0	0	25
Dinwiddie Workstation	58	56	50	0	0	0	0	0	0	0	0	0	164
WIFI	22	10	9	0	0	0	0	0	0	0	0	0	41
Disputanta Workstation	11	49	52	0	0	0	0	0	0	0	0	0	112
WIFI	48	55	50	0	0	0	0	0	0	0	0	0	153
Hopewell Workstation	1,536	1,696	1,537	0	0	0	0	0	0	0	0	0	4,769
WIFI	374	409	428	0	0	0	0	0	0	0	0	0	1,211
McKenney Workstation	46	43	55	0	0	0	0	0	0	0	0	0	144
WIFI	25	32	36	0	0	0	0	0	0	0	0	0	93
Prince George Workstation	444	387	369	0	0	0	0	0	0	0	0	0	1,200
WIFI	104	132	163	0	0	0	0	0	0	0	0	0	399
Rohoic Workstation	29	42	30	0	0	0	0	0	0	0	0	0	101
WIFI	12	6	8	0	0	0	0	0	0	0	0	0	26
<b>TOTALS</b>	<b>2,794</b>	<b>2,991</b>	<b>2,819</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,604</b>

Wireless Printing

195 222 180

597



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

fund#	Revenue 09/30/22	FY2023 Adopted	Total		9/30/22	Total Receipts	Percentage Received	Balance Due
			Receipts	7/22 -8/22				
100	Carry Over	\$20,000	\$0	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$675,407	\$168,852	\$0	\$0	\$168,852	25.0%	\$506,555
103	Dinwiddie	\$323,072	\$80,768	\$0	\$80,768	\$80,768	25.0%	\$242,304
104	Prince George	\$645,631	\$161,408	\$161,408	\$322,816	\$322,816	50.0%	\$322,816
105	State Funds	\$453,235	\$129,278	\$0	\$129,278	\$129,278	28.5%	\$323,957
106	Fines/Fees/Lost	\$9,000	\$1,310	\$729	\$2,039	\$2,039	22.7%	\$6,961
107	Copying/Fax Receipts	\$25,000	\$4,666	\$1,921	\$6,587	\$6,587	26.3%	\$18,413
108	Endowment Funds	\$21,000	\$22,328	\$0	\$22,328	\$22,328	106.3%	(\$1,328)
109	E-Rate Refunds	\$16,000	\$16,274	\$0	\$16,274	\$16,274	101.7%	(\$274)
110	Gifts/Donations	\$1,000	\$0	\$0	\$0	\$0	0.0%	\$1,000
111	Grants	\$1,000	\$0	\$0	\$0	\$0	0.0%	\$1,000
112	Other	\$1,100	\$1,147	\$68	\$1,215	\$1,215	110.5%	(\$115)
<b>TOTALS</b>		<b>\$2,291,445</b>	<b>\$586,031</b>	<b>\$164,126</b>	<b>\$750,157</b>		<b>32.7%</b>	<b>\$1,541,288</b>

Fund#	EXPENSES 09/30/2022	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/2022	TOTAL EXPENSES 09/30/22	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$496,209	\$75,231	\$38,183	\$113,413	22.9%	\$382,796
201	Non-MLS Salary & Wages	\$662,055	\$93,988	\$43,760	\$137,748	20.8%	\$524,307
202	Benefits for Staff/Retirees	\$332,464	\$52,003	\$25,544	\$77,547	23.3%	\$254,917
	<b>Total Personnel</b>	<b>\$1,490,728</b>	<b>\$221,221</b>	<b>\$107,487</b>	<b>\$328,708</b>	<b>22.1%</b>	<b>\$1,162,020</b>
Books & Materials							
300	Books	\$105,000	\$9,188	\$13,070	\$22,257	21.2%	\$82,743
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$4,442	\$3,635	\$8,076	26.9%	\$21,924
303	Print News & Periodicals	\$10,000	\$0	\$0	\$0	0.0%	\$10,000
304	Audiovisual Materials	\$25,000	\$2,227	\$3,523	\$5,750	23.0%	\$19,250
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)
	<b>Total Books &amp; Materials</b>	<b>\$221,500</b>	<b>\$48,157</b>	<b>\$20,228</b>	<b>\$68,385</b>	<b>30.9%</b>	<b>\$153,115</b>
Capital Expenditures							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$20,000	\$167	\$8,094	\$8,261	41.3%	\$11,739
401	Computer Hardware	\$50,000	\$48,621	\$1,279	\$49,901	99.8%	\$99
	<b>Total Capital Expenditures</b>	<b>\$70,000</b>	<b>\$48,788</b>	<b>\$9,374</b>	<b>\$58,162</b>	<b>83.1%</b>	<b>\$11,838</b>
Contractual							
500	Lyrasis ILL Services	\$3,100	\$23	\$0	\$23	0.7%	\$3,077
Software & Web Based App.							
501	Licensing Contracts	\$40,000	\$10,570	\$8,205	\$18,775	46.9%	\$21,225
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	\$13,711	\$6,426	\$20,137	28.8%	\$49,863



Fund#	EXPENSES 09/30/2022	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/2022	TOTAL EXPENSES 09/30/22	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$35,000	\$6,321	\$4,369	\$10,690	30.5%	\$24,310
508	Printing and Publications	\$4,200	\$1,075	\$1,031	\$2,106	50.1%	\$2,095
	<b>Total Contractual</b>	<b>\$175,300</b>	<b>\$34,154</b>	<b>\$20,031</b>	<b>\$54,185</b>	<b>30.9%</b>	<b>\$121,115</b>
	<b>Facilities/Maint./Operations</b>						
600	Equip. Repair & Maintenance	\$7,000	\$938	\$923	\$1,861	26.6%	\$5,139
601	TLC Maintenance Contract	\$17,000	\$16,492	\$0	\$16,492	97.0%	\$508
602	Facilities and Rent	\$76,650	\$12,600	\$6,300	\$18,900	24.7%	\$57,750
603	Supplies	\$25,000	\$2,798	\$1,412	\$4,210	16.8%	\$20,790
604	Travel / Workshops /Conf. Fees	\$5,000	\$1,105	\$250	\$1,355	27.1%	\$3,645
605	Training / Education	\$2,000	\$765	\$50	\$815	40.8%	\$1,185
606	Utilities	\$3,750	\$523	\$306	\$829	22.1%	\$2,921
607	Telephone (Voice)	\$13,000	\$2,219	\$1,206	\$3,425	26.3%	\$9,575
608	Insurance	\$12,750	\$469	\$0	\$469	3.7%	\$12,281
609	Vehicle Maintenance & Fuel	\$5,000	\$686	\$454	\$1,140	22.8%	\$3,860
610	Job & Contracting Advertising	\$1,000	\$939	\$520	\$1,459	145.9%	(\$459)
611	Promotional Advertising	\$2,000	\$999	\$147	\$1,145	57.3%	\$855
612	Organization/Association Dues	\$3,500	\$180	\$0	\$180	5.1%	\$3,320
613	Postage	\$5,500	\$1,433	\$354	\$1,787	32.5%	\$3,713
614	Janitorial	\$94,000	\$15,546	\$7,726	\$23,272	24.8%	\$70,728
615	Other Building Maintenance	\$9,500	\$1,280	\$1,783	\$3,063	32.2%	\$6,437
	<b>Total</b>	<b>\$282,650</b>	<b>\$58,972</b>	<b>\$21,431</b>	<b>\$80,403</b>	<b>28.4%</b>	<b>\$202,247</b>
	<b>Facilities/Maint./Operations</b>						
	<b>Programs/Activities/Other</b>						
700	YS Summer Reading Program	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
701	YS Programming & Supplies	\$4,500	\$912	\$472	\$1,385	30.8%	\$3,115
703	Adult Programming Supplies	\$8,000	\$344	\$708	\$1,052	13.1%	\$6,948

Fund#	EXPENSES 09/30/2022	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/2022	TOTAL EXPENSES 09/30/22	PERCENTAGE SPENT	BALANCE
704 Local History Collection/Progs.		\$0	\$0	\$350	\$350		(\$350)
705 Reserve		\$20,000	\$0	\$0	\$0	0.0%	\$20,000
709 Misc. Professional Serv. & Other		\$9,700	\$5,228	\$550	\$5,778	59.6%	\$3,922
<b>Total Programs/Activ./Other</b>		<b>\$49,200</b>	<b>\$6,484</b>	<b>\$2,080</b>	<b>\$8,564</b>	<b>17.4%</b>	<b>\$40,636</b>

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/8/22	200740	21000-100	Federal Taxes		
			Withheld	3,061.55	
9/8/22	200740	22000-100	Social Security Taxes		
			Withheld	2,735.87	
9/8/22	200740	22000-100	SB Social Security	137.30	
9/8/22	200740	22000-100	ARLS Social Security	2,598.57	
9/8/22	200740	23000-100	Medicare Taxes		
			Withheld	639.86	
9/8/22	200740	23000-100	SB Medicare Taxes	32.11	
9/8/22	200740	23000-100	ARLS Medicare	607.75	
9/8/22	200740	10006-100	Electronic Federal Tax Payment		9,813.01
9/22/22	200741	21000-100	Federal Taxes		
			Withheld	2,974.82	
9/22/22	200741	22000-100	Social Security Taxes		
			Withheld	2,637.05	
9/22/22	200741	22000-100	SB Social Security	137.30	
9/22/22	200741	22000-100	ARLS Social Security	2,499.75	
9/22/22	200741	23000-100	Medicare Taxes		
			Withheld	616.73	
9/22/22	200741	23000-100	SB Medicare Taxes	32.11	
9/22/22	200741	23000-100	ARLS Medicare	584.62	
9/22/22	200741	10006-100	Electronic Federal Tax Payment		9,482.38
9/8/22	2013-791	27000-400	EZ Link Voluntary	338.41	
9/8/22	2013-791	10006-100	Treasurer of Virginia		338.41
9/8/22	2013-792	27000-300	EZ Link Withheld	151.79	
9/8/22	2013-792	70460-100	EZ Link Retirement	377.11	
9/8/22	2013-792	10006-100	Treasurer of Virginia		528.90
9/12/22	2013-793	70540-600	SB Life Insurance	64.21	
9/12/22	2013-793	70540-600	SB VRS Retirement	185.92	
9/12/22	2013-793	27000-200	VRS Withheld	3,133.22	
9/12/22	2013-793	70460-100	ARLS VRS Insurance	866.73	
9/12/22	2013-793	70460-100	ARLS VRS Retirement	2,007.99	
9/12/22	2013-793	10006-100	Treasurer of Virginia		6,258.07
9/22/22	2013-795	27000-300	EZ Link Withheld	151.79	
9/22/22	2013-795	70460-100	EZ Link Retirement	377.11	
9/22/22	2013-795	10006-100	Treasurer of Virginia		528.90
9/22/22	2013-796	70460-100	EZ Link Voluntary	338.41	
9/22/22	2013-796	10006-100	Treasurer of Virginia		338.41
9/1/22	2023-57E	82900-200	Copier Lease	209.59	
9/1/22	2023-57E	10006-100	Canon Financial Services, Inc.		209.59
9/1/22	2023-58E	84100-440	#8299 60 021 0013348 Telephone - McKenney	94.85	
9/1/22	2023-58E	82600-440	0013348 Internet - McKenney	391.69	
9/1/22	2023-58E	10006-100	Comcast Communications		486.54



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			#8299 60 019		
9/1/22	2023-59E	84100-430	0107136 Telephone -		
			Disputanta	62.90	
9/1/22	2023-59E	82600-430	0107136 Internet -		
			Disptanta	283.73	
9/1/22	2023-59E	10006-100	Comcast		
			Communications		346.63
9/1/22	2023-60E	83700-440	Sign & Card Holders		
			for McKenney	468.16	
9/1/22	2023-60E	10006-100	DEMCO, Inc.		468.16
9/1/22	2023-61E	84000-410	Utilities - Carson	225.53	
9/1/22	2023-61E	10006-100	Dominion Energy		
			Virginia		225.53
9/1/22	2023-62E	81210-200	Hopewell Circulation		
			Computer	1,279.47	
9/1/22	2023-62E	10006-100	E-N Computers, Inc.		1,279.47
9/1/22	2023-63E	20200-200	Sam's 9/8/22	174.86	
9/1/22	2023-63E	10006-100	Sam's Club Direct		174.86
9/1/22	2023-64E	84100-480	Telephone -		
			Burrowsville	17.10	
9/1/22	2023-64E	10006-100	Verizon		17.10
9/2/22	2023-65E	85800-100	3 Background		
			Verifications -		
			Coronis, Keim,		
			Ritchey	108.00	
9/2/22	2023-65E	10006-100	Active Screening		108.00
9/6/22	2023-66E	10007-100	Gross MLS	14,594.96	
9/6/22	2023-66E	10007-100	Gross Non MLS	7,053.35	
9/6/22	2023-66E	10007-100	Gross Hourly	12,172.94	
9/6/22	2023-66E	10007-100	Gross Smart		
			Beginnings	1,738.65	
9/6/22	2023-66E	10006-100	ARLS-Payroll		35,559.90
9/15/22	2023-67E	84000-420	Utilities - Dinwiddie	20.24	
9/15/22	2023-67E	84000-430	Utilities - Disputanta	20.24	
9/15/22	2023-67E	84000-440	Utilities - McKenney	20.24	
9/15/22	2023-67E	84000-450	Utilities - PG	20.24	
9/15/22	2023-67E	10006-100	Diamond Springs		80.96
9/15/22	2023-68E	81100-100	4 Cash Registers	1,414.40	
9/15/22	2023-68E	10006-100	Ace Office Machines		1,414.40
			#8299 60 020		
9/15/22	2023-69E	84100-420	0108397 Telephone -		
			Dinwiddie	64.40	
9/15/22	2023-69E	82600-420	0108397 Internet -		
			Dinwiddie	289.35	
9/15/22	2023-69E	10006-100	Comcast		
			Communications		353.75
9/15/22	2023-70E	84100-460	0107829 Telephone -		
			Rohoic	64.40	
9/15/22	2023-70E	82600-460	0107829 Internet -		
			Rohoic	289.35	
9/15/22	2023-70E	10006-100	Comcast		
			Communications		353.75

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Date	Check Number	Account Number	Description	Amount	Balance
9/15/22	2023-71E	82600-200	#8299600170199525 Internet - HQ	301.71	
9/15/22	2023-71E	10006-100	Comcast Communications		301.71
9/15/22	2023-72E	84100-200	0205967 Telephone - HQ	537.65	
9/15/22	2023-72E	82600-200	#8299600170205967 Internet - HQ	501.14	
9/15/22	2023-72E	10006-100	Comcast Communications		1,038.79
9/15/22	2023-73E	84100-450	0106328 Telephone - PG	154.80	
9/15/22	2023-73E	82600-450	#8299 60 019 0106328 Internet - PG	400.67	
9/15/22	2023-73E	10006-100	Comcast Communications		555.47
9/15/22	2023-74E	82600-410	0356327 Internet - Carson	295.91	
9/15/22	2023-74E	10006-100	Comcast Communications		295.91
9/15/22	2023-75E	82450-100	Resolve Connectivity Issues- Burrowsville	600.00	
9/15/22	2023-75E	10006-100	E-N Computers, Inc. Monthly Billing for September		600.00
9/15/22	2023-76E	82450-100	Managed Workstations	2,146.94	
9/15/22	2023-76E	82450-100	E-N Computers, Inc.	3,679.08	
9/15/22	2023-76E	10006-100	Westlaw Proflex - August		5,826.02
9/15/22	2023-77E	82070-100	Thomson Reuters - West	493.92	
9/15/22	2023-77E	10006-100	Staples 10/7/22		493.92
9/15/22	2023-78E	20200-300	Staples Credit Plan	630.80	
9/15/22	2023-78E	10006-100	Mobile Internet		630.80
9/15/22	2023-79E	82600-200	T-Mobile	5.24	
9/15/22	2023-79E	10006-100	Mobile Internet		5.24
9/15/22	2023-80E	82600-200	T-Mobile	1,000.00	
9/15/22	2023-80E	10006-100	Truist 9/21/22		1,000.00
9/15/22	2023-81E	20200-400	Truist	3,510.36	
9/15/22	2023-81E	10006-100	Gross MLS		3,510.36
9/19/22	2023-82E	10007-100	Gross Non MLS	14,594.96	
9/19/22	2023-82E	10007-100	Gross Hourly	6,833.80	
9/19/22	2023-82E	10007-100	Gross Smart Beginnings	11,007.05	
9/19/22	2023-82E	10007-100	ARLS-Payroll	1,738.65	
9/19/22	2023-82E	10006-100	Retirees Health Insurance		34,174.46
9/29/22	2023-83E	70470-100	Anthem BlueCross BlueShield	412.00	
9/29/22	2023-83E	10006-100	SB Health Insurance		412.00
9/29/22	2023-84E	70550-600		1,029.00	

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9/29/22	2023-84E	70470-100	ARLS Health Insurance	15,435.00	
9/29/22	2023-84E	10006-100	Anthem BlueCross BlueShield		16,464.00
9/29/22	2023-85E	82900-200	Copier Lease	213.40	
9/29/22	2023-85E	10006-100	Canon Financial Services, Inc.		213.40
			#8299 60 021		
9/29/22	2023-86E	84100-440	0013348 Telephone - McKenney	94.85	
9/29/22	2023-86E	82600-440	0013348 Internet - McKenney	391.69	
9/29/22	2023-86E	10006-100	Comcast Communications		486.54
9/29/22	2023-87E	85410-100	Omeka.net Gold Plan 10/22 to 10/23	350.00	
9/29/22	2023-87E	10006-100	Corporation for Digital Scholarship		350.00
9/29/22	2023-88E	84700-100	Postage Leasing	354.15	
9/29/22	2023-88E	10006-100	Pitney Bowes Global Financial Services		354.15
9/29/22	2023-89E	20200-200	Sam's 10/8/22	249.42	
9/29/22	2023-89E	10006-100	Sam's Club Direct		249.42
9/30/22	2023-90E	85850-100	Monthly Shredding	149.94	
9/30/22	2023-90E	10006-100	Shred-It USA LLC		149.94
9/1/22	43343	80460-100	Invoice: 2057530	69.90	
9/1/22	43343	80460-100	Invoice: 2059034	7.95	
9/1/22	43343	10006-100	Blackstone Publishing		77.85
9/1/22	43344	80020-100	Invoice: 5017916679	1,560.74	
9/1/22	43344	80020-100	Invoice: 5017916678	33.60	
9/1/22	43344	10006-100	Baker & Taylor		1,594.34
9/1/22	43345	80260-100	Invoice: 78322445	74.97	
9/1/22	43345	80260-100	Invoice: 78322943	61.47	
9/1/22	43345	80260-100	Invoice: 78339766	47.23	
9/1/22	43345	10006-100	Cengage Learning Inc/Gale		183.67
9/1/22	43346	80010-100	Invoice: 67506417	184.32	
9/1/22	43346	80025-100	Invoice: 60117884	1,413.99	
9/1/22	43346	80025-100	Invoice: 60122069	16.04	
9/1/22	43346	80210-100	Invoice: 60117881	52.23	
9/1/22	43346	80210-100	Invoice: 60122065	33.53	
9/1/22	43346	80030-100	Invoice: 60117885	33.33	
9/1/22	43346	80210-100	Invoice: 60117880	38.53	
9/1/22	43346	80210-100	Invoice: 60117883	182.79	
9/1/22	43346	80200-100	Invoice: 60122071	59.62	
9/1/22	43346	80230-100	Invoice: 60117888	5.98	
9/1/22	43346	80210-100	Invoice: 67506418	20.38	
9/1/22	43346	80025-100	Invoice: 60118868	20.40	
9/1/22	43346	80038-100	Invoice: 60117886	24.59	
9/1/22	43346	80230-100	Invoice: 60122073	37.08	
9/1/22	43346	80010-100	Invoice: 67505605	278.94	



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9/1/22	43346	80230-100	Invoice: 60122067	130.20	
9/1/22	43346	80015-100	Invoice: 60119191	21.58	
9/1/22	43346	80210-100	Invoice: 60122068	155.47	
9/1/22	43346	80025-100	Invoice: 67505604	196.54	
9/1/22	43346	80200-100	Invoice: 60117887	25.98	
9/1/22	43346	80230-100	Invoice: 60117882	40.70	
9/1/22	43346	80210-100	Invoice: 60122066	21.60	
9/1/22	43346	80210-100	Invoice: 60122072	20.45	
9/1/22	43346	80010-100	Invoice: 60122070	172.27	
9/1/22	43346	80010-100	Invoice: 60119190	468.93	
9/1/22	43346	80025-100	Invoice: 60119189	44.85	
			Ingram Library		
9/1/22	43346	10006-100	Services		3,700.32
9/1/22	43347	80410-100	Invoice: 502538947	85.86	
9/1/22	43347	80440-100	Invoice: 502538949	212.46	
9/1/22	43347	80405-100	Invoice: 502543440	53.12	
9/1/22	43347	80405-100	Invoice: 502574597	78.70	
9/1/22	43347	80440-100	Invoice: 502574595	204.32	
9/1/22	43347	10006-100	Midwest Tape		634.46
			Travel - PG 8/19/22,		
9/1/22	43348	83810-450	8/23/22	21.11	
9/1/22	43348	83810-450	Travel - PG 8/29/22	9.49	
9/1/22	43348	10006-100	Ginger Mauler		30.60
9/1/22	43349	85110-100	YS Supplies	65.31	
9/1/22	43349	10006-100	Sarah Finch		65.31
9/1/22	43350	85110-100	YS Supplies	98.25	
9/1/22	43350	10006-100	Rija Mughal		98.25
			Grounds Maintenance		
9/1/22	43351	84900-410	- Carson	751.50	
			Heaton's Lawn		
9/1/22	43351	10006-100	Maintenance, LLC		751.50
9/1/22	43352	83700-100	Ear Buds - 250	537.00	
			JanWay Company		
9/1/22	43352	10006-100	USA, Inc.		537.00
			Monitoring of Alarms		
9/1/22	43353	84900-450	- PG	59.00	
			Monitoring of Alarms		
9/1/22	43353	84900-200	- HQ	55.00	
			Petersburg Alarm		
9/1/22	43353	10006-100	Company, Inc.		114.00
			Speaker - Adult		
9/1/22	43354	85200-100	Program	200.00	
9/1/22	43354	85200-100	Mileage	18.75	
9/1/22	43354	10006-100	RVA Gardener LLC		218.75
9/1/22	43355	20500-100	VFHY - 8/25/22	1,800.00	
9/1/22	43355	10006-100	Smart Beginnings		1,800.00
			Sit & Be Fit/ Yoga for		
9/1/22	43356	85200-100	Beginners	480.00	
9/1/22	43356	10006-100	Terri Spicer		480.00
9/1/22	43357	84800-200	Janitorial - HQ	4,558.00	
9/1/22	43357	84800-410	Janitorial - Carson	220.00	

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9/1/22	43357	84800-420	Janitorial - Dinwiddie	350.00	
9/1/22	43357	84800-430	Janitorial - Disputanta	256.00	
9/1/22	43357	84800-440	Janitorial - McKenney	250.00	
9/1/22	43357	84800-450	Janitorial - PG	1,545.00	
9/1/22	43357	84800-460	Janitorial - Rohoic	220.00	
9/1/22	43357	84800-480	Janitorial - Burrowsville	195.00	
9/1/22	43357	10006-100	MCS Services, Inc.		7,594.00
9/15/22	43358	80460-100	Invoice: 2060049	303.53	
9/15/22	43358	80460-100	Invoice: 2061655	69.89	
9/15/22	43358	80460-100	Invoice: 2061599	34.95	
9/15/22	43358	10006-100	Blackstone Publishing		408.37
9/15/22	43359	80025-100	Invoice: 5017934206	28.72	
9/15/22	43359	80250-100	Invoice: 5017929496	41.44	
9/15/22	43359	80020-100	Invoice: 5017934207	353.09	
9/15/22	43359	80020-100	Invoice: 5017934205	57.38	
9/15/22	43359	10006-100	Baker & Taylor		480.63
9/15/22	43360	80260-100	Invoice: 78945386	210.67	
9/15/22	43360	10006-100	Cengage Learning Inc/Gale		210.67
9/15/22	43361	80210-100	Invoice: 60122830	147.58	
9/15/22	43361	80010-100	Invoice: 60122835	94.93	
9/15/22	43361	80010-100	Invoice: 67510390	18.70	
9/15/22	43361	80030-100	Invoice: 67510388	47.60	
9/15/22	43361	80015-100	Invoice: 67510392	5.99	
9/15/22	43361	80230-100	Invoice: 60122837	7.18	
9/15/22	43361	80230-100	Invoice: 60122829	30.12	
9/15/22	43361	80025-100	Invoice: 60122831	99.45	
9/15/22	43361	80030-100	Invoice: 60122832	1,000.64	
9/15/22	43361	80038-100	Invoice: 60122833	914.34	
9/15/22	43361	80210-100	Invoice: 60122828	22.40	
9/15/22	43361	80010-100	Invoice: 60122834	39.57	
9/15/22	43361	80015-100	Invoice: 67510393	46.98	
9/15/22	43361	80200-100	Invoice: 60122836	16.88	
9/15/22	43361	80038-100	Invoice: 67510389	49.29	
9/15/22	43361	80010-100	Invoice: 67510391	121.20	
9/15/22	43361	80230-100	Invoice: 60124462	21.54	
9/15/22	43361	80230-100	Invoice: 60124461	5.98	
9/15/22	43361	80210-100	Invoice: 60124456	22.40	
9/15/22	43361	80230-100	Invoice: 60124457	127.88	
9/15/22	43361	80210-100	Invoice: 60124458	47.97	
9/15/22	43361	80015-100	Invoice: 60124460	868.36	
9/15/22	43361	80010-100	Invoice: 60124459	119.07	
9/15/22	43361	80025-100	Invoice: 67513901	88.67	
9/15/22	43361	80010-100	Invoice: 67513902	267.16	
9/15/22	43361	10006-100	Ingram Library Services		4,231.88
9/15/22	43362	80405-100	Invoice: 502602856	342.52	
9/15/22	43362	80440-100	Invoice: 502602855	78.08	



Appomattox Reg Library System  
Cash Disbursements Journal  
For the Period From Sep 1, 2022 to Sep 30, 2022

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

9/15/22	43362	80405-100	Invoice: 502645130	213.50	
9/15/22	43362	80410-100	Invoice: 502646201	34.22	
9/15/22	43362	80410-100	Invoice: 502646213	57.44	
9/15/22	43362	80440-100	Invoice: 502646216	391.39	
9/15/22	43362	80405-100	Invoice: 502646215	298.02	
9/15/22	43362	10006-100	Midwest Tape		1,415.17
			Rent - Dinwiddie		
9/15/22	43363	83500-420	Library	300.00	
			Rent - McKenney		
9/15/22	43363	83500-440	Library	300.00	
9/15/22	43363	83500-460	Rent - Rohoic Library	300.00	
9/15/22	43363	10006-100	County of Dinwiddie		900.00
			Rent - Burrowsville		
9/15/22	43364	83500-480	Library	300.00	
			Rent - Disputanta		
9/15/22	43364	83500-430	Library	150.00	
9/15/22	43364	83500-450	Rent - PG Library	1,200.00	
			County of Prince		
9/15/22	43364	10006-100	George		1,650.00
			Paper Bags, Candy,		
9/15/22	43365	85110-100	Paint Additive	40.14	
9/15/22	43365	10006-100	Sarah Finch		40.14
			Travel - Dinwiddie		
9/15/22	43366	83810-420	8/14/22, 9/1/22	29.39	
9/15/22	43366	10006-100	Shelly Curtis		29.39
9/15/22	43367	84100-410	Telephone - Carson	114.99	
			Granite		
9/15/22	43367	10006-100	Telecommunications		114.99
			Inv #7877 - Fuel - All		
9/15/22	43368	84300-100	Vehicles	407.32	
			Inv #7878 - Fusion -		
9/15/22	43368	84310-100	Inspection	22.98	
			Rent - Hopewell		
9/15/22	43368	83500-200	Library	3,750.00	
			Hopewell City		
9/15/22	43368	10006-100	Treasurer		4,180.30
9/15/22	43369	82700-100	Explore (June-August)	772.50	
9/15/22	43369	82700-100	Brochures	258.00	
			Johnson Printing		
9/15/22	43369	10006-100	Service		1,030.50
			Contract - Ricoh		
9/15/22	43370	82910-200	9/7/22 - 9/6/23	500.00	
9/15/22	43370	81100-200	Ricoh IMC4500	6,610.75	
9/15/22	43370	10006-100	Mauck & Company		7,110.75
9/15/22	43371	84330-100	Oil for Ram	23.96	
9/15/22	43371	10006-100	McKay Hardware, Inc.		23.96
			Annual Savannah		
9/15/22	43372	82070-100	Subscription	8,000.00	
9/15/22	43372	10006-100	OrangeBoy, Inc.		8,000.00

Appomattox Reg Library System  
Cash Disbursements Journal  
For the Period From Sep 1, 2022 to Sep 30, 2022

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

9/15/22	43373	84900-200	Replaced entry door wireless transmitter	200.00	
9/15/22	43373	10006-100	Petersburg Alarm Company, Inc.		200.00
9/15/22	43374	82600-480	Internet - Burrowsville	219.00	
9/15/22	43374	10006-100	RuralBand		219.00
9/29/22	43375	80460-100	Invoice: 2064736	69.88	
9/29/22	43375	10006-100	Blackstone Publishing		69.88
9/29/22	43376	80020-100	Invoice: 5017963930	1,506.23	
9/29/22	43376	80020-100	Invoice: 5017949020	72.52	
9/29/22	43376	80070-100	Invoice: 5017949021	49.99	
9/29/22	43376	10006-100	Baker & Taylor		1,628.74
9/29/22	43377	80260-100	Invoice: 79027393	178.43	
9/29/22	43377	80260-100	Invoice: 79054700	94.46	
9/29/22	43377	80260-100	Invoice: 79055594	53.98	
9/29/22	43377	80260-100	Invoice: 79258080	74.97	
9/29/22	43377	80260-100	Invoice: 79275813	46.48	
9/29/22	43377	80260-100	Invoice: 79258571	62.22	
9/29/22	43377	10006-100	Cengage Learning Inc/Gale		510.54
9/29/22	43378	80015-100	Invoice: 60127812	21.58	
9/29/22	43378	80210-100	Invoice: 60127813	9.29	
9/29/22	43378	80010-100	Invoice: 60127811	30.75	
9/29/22	43378	80038-100	Invoice: 60127810	25.13	
9/29/22	43378	80030-100	Invoice: 60127809	15.51	
9/29/22	43378	80025-100	Invoice: 60127808	20.38	
9/29/22	43378	80210-100	Invoice: 60127806	163.67	
9/29/22	43378	80210-100	Invoice: 60127804	43.98	
9/29/22	43378	80038-100	Invoice: 60127807	20.06	
9/29/22	43378	80230-100	Invoice: 60127805	63.03	
9/29/22	43378	80010-100	Invoice: 60131016	32.37	
9/29/22	43378	80038-100	Invoice: 60131015	14.37	
9/29/22	43378	80030-100	Invoice: 60131013	12.93	
9/29/22	43378	80210-100	Invoice: 60131010	12.51	
9/29/22	43378	80230-100	Invoice: 60131011	131.42	
9/29/22	43378	80030-100	Invoice: 60131014	45.30	
9/29/22	43378	80210-100	Invoice: 60131012	146.22	
9/29/22	43378	80230-100	Invoice: 60131017	13.16	
9/29/22	43378	80210-100	Invoice: 60132180	66.04	
9/29/22	43378	80025-100	Invoice: 60132181	1,626.93	
9/29/22	43378	80230-100	Invoice: 60132179	11.53	
9/29/22	43378	80210-100	Invoice: 60132711	50.14	
9/29/22	43378	80210-100	Invoice: 60132710	22.34	
9/29/22	43378	80015-100	Invoice: 60132715	13.18	
9/29/22	43378	80010-100	Invoice: 60132714	441.71	
9/29/22	43378	80230-100	Invoice: 60132712	106.08	
9/29/22	43378	80210-100	Invoice: 60133211	33.33	
9/29/22	43378	80210-100	Invoice: 60133207	12.78	
9/29/22	43378	80210-100	Invoice: 60133210	82.57	
9/29/22	43378	80200-100	Invoice: 60133215	139.01	

Appomattox Reg Library System  
Cash Disbursements Journal  
For the Period From Sep 1, 2022 to Sep 30, 2022

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

9/29/22	43378	80010-100	Invoice: 60133214	109.48	
9/29/22	43378	80030-100	Invoice: 60133213	31.71	
9/29/22	43378	80025-100	Invoice: 60133212	25.73	
9/29/22	43378	80230-100	Invoice: 60133216	14.36	
9/29/22	43378	80210-100	Invoice: 60133208	21.69	
9/29/22	43378	80230-100	Invoice: 60133209	79.97	
9/29/22	43378	80210-100	Invoice: 67522345	48.70	
9/29/22	43378	80210-100	Invoice: 67522349	24.42	
9/29/22	43378	80025-100	Invoice: 67522346	39.52	
9/29/22	43378	81000-300	Invoice: 67522347	30.62	
9/29/22	43378	80010-100	Invoice: 67522348	44.12	
			Ingram Library		
9/29/22	43378	10006-100	Services		3,897.62
9/29/22	43379	80440-100	Invoice: 502678001	302.16	
9/29/22	43379	80410-100	Invoice: 502677748	224.26	
9/29/22	43379	80405-100	Invoice: 502678000	193.00	
9/29/22	43379	80405-100	Invoice: 502709940	20.68	
9/29/22	43379	80410-100	Invoice: 502709798	30.22	
9/29/22	43379	80410-100	Invoice: 502709796	100.82	
9/29/22	43379	80410-100	Invoice: 502709797	27.22	
9/29/22	43379	10006-100	Midwest Tape		898.36
			Travel - 9/21, 9/22,		
9/29/22	43380	83810-100	9/23/22	99.84	
9/29/22	43380	10006-100	Brian Manning		99.84
9/29/22	43381	83810-450	Travel - PG 9/14/22	36.26	
9/29/22	43381	83810-450	Travel - PG 9/15/22	16.46	
9/29/22	43381	10006-100	Ginger Mauler		52.72
			Cookies - Adult		
9/29/22	43382	85210-100	Program 9/22/22	9.20	
9/29/22	43382	10006-100	Elizabeth Trop		9.20
			Travel - HQ 9/15,		
9/29/22	43383	83810-200	9/16/22	37.06	
9/29/22	43383	85110-100	YS Supplies	85.73	
9/29/22	43383	10006-100	Rija Mughal		122.79
			Crafts, Art, Fabric,		
9/29/22	43384	85110-100	Scissors, Bags	105.36	
9/29/22	43384	10006-100	Sarah Finch		105.36
			Grounds Maintenance		
9/29/22	43385	84900-410	- Carson	430.50	
			Heaton's Lawn		
9/29/22	43385	10006-100	Maintenance, LLC		430.50
			Monitoring of Alarms		
9/29/22	43386	84900-200	- HQ	55.00	
			Monitoring of Alarms		
9/29/22	43386	84900-450	- PG	59.00	
			Replace Motion		
9/29/22	43386	84900-450	Detector - PG	173.00	
			Petersburg Alarm		
9/29/22	43386	10006-100	Company, Inc.		287.00
9/29/22	43387	20500-100	VFHY 9/26/22	8,289.00	
9/29/22	43387	10006-100	Smart Beginnings		8,289.00

Appomattox Reg Library System  
Cash Disbursements Journal  
For the Period From Sep 1, 2022 to Sep 30, 2022

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

Total

200,006.20

200,006.20



Appomattox Reg Library System  
 Truist CK #2023-80E  
 9/15/22

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/28/22	Amazon 7/27/22	80030-100	Juvenile Easys	37.98	
7/28/22	Amazon 7/27/22	80038-100	Juvenile Fiction	15.95	
7/28/22	Amazon 7/27/22	80015-100	Young Adult-Fiction	27.98	
7/28/22	Amazon 7/27/22	20200-400	Amazon.com		81.91
7/28/22	Amazon 7/28/22	80038-100	Juvenile Fiction	15.81	
7/28/22	Amazon 7/28/22	20200-400	Amazon.com		15.81
7/28/22	Amazon 7/28/22.1	80030-100	Juvenile Easys	9.99	
7/28/22	Amazon 7/28/22.1	20200-400	Amazon.com		9.99
7/28/22	Amazon 7/28/22.2	80015-100	Young Adult-Fiction	9.95	
7/28/22	Amazon 7/28/22.2	20200-400	Amazon.com		9.95
			Picture Hanging		
7/28/22	Amazon 9180	83700-450	Strips - PG	25.00	
7/28/22	Amazon 9180	20200-400	Amazon.com		25.00
7/28/22	Amazon 9181	83700-100	Acrylic Sign Holders	121.58	
7/28/22	Amazon 9181	20200-400	Amazon.com		121.58
7/28/22	Luca's 9183	85200-100	Pizza, Poetry, Prose	45.90	
			Luca's Italian		
7/28/22	Luca's 9183	20200-400	Restaurant		45.90
7/29/22	Aatrix 9188	85800-100	Late Filing Fee for 941	25.00	
7/29/22	Aatrix 9188	20200-400	Aatrix E-File Center		25.00
7/29/22	Amazon 7/29/22.1	80015-100	Young Adult-Fiction	5.95	
7/29/22	Amazon 7/29/22.1	20200-400	Amazon.com		5.95
7/29/22	Amazon 7/29/22.2	80015-100	Young Adult-Fiction	11.48	
7/29/22	Amazon 7/29/22.2	20200-400	Amazon.com		11.48
7/29/22	Amazon 7/29/22.3	80015-100	Young Adult-Fiction	5.93	
7/29/22	Amazon 7/29/22.3	20200-400	Amazon.com		5.93
7/31/22	73122	82020-100	Google E-Mail	389.99	
7/31/22	73122	20200-400	Google		389.99
8/1/22	Amazon 9189	85110-100	Paper, Paint, Legos	172.70	
8/1/22	Amazon 9189	20200-400	Amazon.com		172.70
8/5/22	Amazon 9202	83700-100	Paper, Receipt Paper	112.96	
8/5/22	Amazon 9202	20200-400	Amazon.com		112.96
8/7/22	Amazon 8/7/22	80025-100	Adult Fiction	85.47	
8/7/22	Amazon 8/7/22	20200-400	Amazon.com		85.47
			Ad - Admin &		
8/8/22	Indeed 9221	84400-100	Personnel Mgr	500.00	
8/8/22	Indeed 9221	20200-400	indeed.com		500.00
8/15/22	Amazon 9177.2	83700-100	Cases for Hotspots	482.46	
8/15/22	Amazon 9177.2	20200-400	Amazon.com		482.46
8/18/22	Amazon 8/18/22.1	80025-100	Adult Fiction	12.00	
8/18/22	Amazon 8/18/22.1	20200-400	Amazon.com		12.00
8/18/22	Amazon 8/18/22.2	80025-100	Adult Fiction	20.62	
8/18/22	Amazon 8/18/22.2	80210-100	Adult Fiction - SO	36.94	
8/18/22	Amazon 8/18/22.2	80010-100	Y/S Non Fiction	32.95	
8/18/22	Amazon 8/18/22.2	80020-100	Adult Non-Fiction	54.99	
8/18/22	Amazon 8/18/22.2	20200-400	Amazon.com		145.50
8/23/22	Amazon 9216	83700-100	Bells for Branches	41.94	
8/23/22	Amazon 9216	20200-400	Amazon.com		41.94
8/23/22	Amazon 9219	84810-100	Gloves	39.96	



Appomattox Reg Library System  
 Truist CK #2023-80E  
 9/15/22

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

8/23/22	Amazon 9219	83700-100	Cardstock, Notebooks	72.44	
8/23/22	Amazon 9219	20200-400	Amazon.com		112.40
8/23/22	Read 8/23/22	80210-100	Adult Fiction - SO	67.36	
8/23/22	Read 8/23/22	20200-400	Reader Service		67.36
8/24/22	Amazon 9209	84810-100	Microfiber Cloths	17.09	
8/24/22	Amazon 9209	20200-400	Amazon.com		17.09
8/24/22	RVA 9220	84510-100	AAA Shirts	722.00	
8/24/22	RVA 9220	20200-400	RVA Threads		722.00
8/25/22	Hobby 9224	85110-100	Crafts, Wearable Art	226.47	
8/25/22	Hobby 9224	20200-400	Hobby Lobby		226.47
			Needle Art, Paper		
8/25/22	Hobby 9225	85110-100	Crafts	63.52	
8/25/22	Hobby 9225	20200-400	Hobby Lobby		63.52
	Total			3,510.36	3,510.36

Appomattox Reg Library System  
Staples  
Sam's Club

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/17/22	Staples 9208	83700-100	Paper, Pens	84.60	
8/17/22	Staples 9208	84810-100	Trash Bags	107.67	
8/17/22	Staples 9208	20200-300	Staples, Inc.		192.27
8/23/22	Staples 9217	83700-100	Toner Ink	385.91	
8/23/22	Staples 9217	84810-100	Toilet Paper	52.62	
8/23/22	Staples 9217	20200-300	Staples, Inc.		438.53
Total			<b>CK #2023-78E</b>	630.80	630.80
			<b>9/15/2022</b>		

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/3/22	Sams 9199	83710-100	Supplies - Staff		
			Vending Mach	13.54	
8/3/22	Sams 9199	84810-100	Paper Towels,		
			Pinesol, Bleach	161.32	
8/3/22	Sams 9199	20200-200	Sam's Club Direct		174.86
Total			<b>CK #2023-63E</b>	174.86	174.86
			<b>9/1/2022</b>		

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/23/22	Sams 9218	84810-100	Soap, TP, Lysol,		
			Wipes	249.42	
8/23/22	Sams 9218	20200-200	Sam's Club Direct		249.42
Total			<b>CK #2023-89E</b>	249.42	249.42
			<b>9/29/2022</b>		

Smart Beginnings Report  
July 1, 2022 to Seotember 30, 2022

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/22	<b>Beginning Balance</b>			<b>8,481.17</b>
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		
9/30/22	<b>Ending Balance</b>			<b>6,041.03</b>



## **Community Engagement**

09/14/22	Artober VA meeting (Zoom)
09/19/22	Hosted the Hopewell Downtown Partnership joint board and advisory board meeting
09/24/22	James House "Ride for Kids" Outreach
09/28/22	Hopewell Downtown Partnership Economic Vitality Committee
10/01/22	LambArts Art Fest
10/03/22	Prince George County School Board (Library recognition as partner for the Department of Social Services Back to School Fair)
10/14/22	Capital Area Library Directors (CALD) meeting

**Appomattox Regional Library System**  
**Report on Long Range Plan for FY2022-FY2025**  
**October 18, 2022**

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## Goal 1 – Foster Lifelong Learning

Objective 1 – The library will provide programming for all youth age categories each quarter in each jurisdiction

### 1st Quarter

- a) The Library presented a combined 141 story times and preschool programs with a combined attendance of 3,576. The library was still using online programming during this period.
- b) The library presented 70 elementary school age programs to 1,323 attendees.
- c) The library presented 22 teen/young adult programs to 158 attendees.

### 2nd Quarter

- a) The Library presented a combined 82 story times and preschool programs to 1,384 attendees. The library discontinued posting its story times on Facebook during this quarter.
- b) The library presented 29 elementary school age programs to 1,645 attendees.
- c) The library presented 4 teen/young adult programs to 80 attendees.

### 3rd Quarter

- a) The Library presented a combined 98 story times and preschool programs to 3,770 attendees.
- b) The library presented 16 elementary school age programs to 243 attendees.
- c) The library presented 10 teen/young adult programs to 256 attendees.

### 4th Quarter

- a) The library presented a combined 121 story times and preschool programs to 2,323 attendees.
- b) The library presented 65 elementary school age programs to 2,162 attendees.
- c) The library presented 10 teen/young adult programs to 256 attendees.

Library Youth Services staff presented programming in each of the three jurisdictions in each quarter. Programs included music, crafts and promotion to parents on literacy importance. Programs were presented outside the library at schools, parks and outreach events like Prince George County's Juneteenth celebration as well as inside the library.



Objective 2 – The library will provide adult programming, whether in person or online, on topics of interest to the community

The library presented 144 adult programs during FY2022, whether inside a library location, at a remote location or online, with a total attendance of 3,973. Program topics included job search and job application workshops with the Virginia Employment Commission, the Weston Lecture series in partnership with the Historic Hopewell Foundation, gardening, a tea social with the release of the Downton Abbey movie, the library's monthly book groups and a return of the library's in person yoga and exercise classes. The Friends of the Library of Hopewell/Prince George renewed its support of the open mic Poetry & Prose program and hosted Donna Everhart as an author visit.

Objective 3 – The library will develop partnerships with community organizations to provide adult programming quarterly

A list of the library's current community partners is included as an appendix to this report. Significant successes were with the Historic Hopewell Foundation's Lunch & Learn Lecture Series, the Virginia Employment Commission's Career Workshops, and the Hopewell Recreation & Park Department's Rec Reader program.

Objective 4 – The library will actively promote its Book-a-Librarian service as established by the library's procedures

The library has periodically included information about the service in its newsletters, social media and signage. More importantly, staff actively recommend the service to patrons while assisting them, particularly when the staff member believes the patron would benefit from more one-on-one assistance. Librarians also offer the service when time permits without an appointment to patrons asking for in-depth assistance. During the past fiscal year librarians have assisted patrons on such topics as helping a disabled patron navigate the City of Hopewell online housing assistance certification program, learning the resources for job searches and applications, and assistance in understanding online applications for other government benefits such as visa applications, stimulus check applications or social security. One session that stands out in staff memory is assisting a Korean woman with English as her second language find and download a South Korean form that had to be enlarged for printing on the library printers.

The majority of the sessions in the past fiscal year were to guide patrons on using technology from using the public computers, setting up devices such as cellphones, or tablets, and accessing or creating email accounts.

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

Objective 1 – The library will increase availability of technology internally and for circulation to the community

During the past fiscal year the library expanded the number of circulating hotspots to 50 units. Each of the new units have filters to comply with CIPA and have unlimited data to prevent one patron using all of the data limit at the beginning of the billing cycle. The new units replaced the previous 19 hotspots the library circulated which provided limited data usage during the billing cycle. Circulation of the new hotspots started in FY2023.

The library replaced the Hopewell meeting room projectors with Hi-Def displays that include better connections for patron computers, including HDMI capability.

The library implemented the Comprise computer management/public printing system. The new system now allows patrons to make payments on the patron's library accounts for printing or paying of fines with debit or credit cards. It also allows wireless printing from any device and remote printing when patrons are not at the library. Patrons can pick up their print jobs from any library location.

The library was approached by the Dinwiddie Clerk of the Circuit Court to assist in providing law library material access to the public. The library partnered with the court system to make access to the Westlaw database available within the library locations and remotely. The Circuit Court reimburses the library for the Westlaw subscription in Dinwiddie County and the library pays the additional cost to make the service available at the remaining locations.

Objective 2 – The library will actively promote community involvement in collection development

Staff track requests of patrons for materials not in the collection. Staff use the Interlibrary Loan Form to document these requests. Any time the library does have an item that a patron wants, staff fill out an ILL form and send it to the librarian in charge of interlibrary loans. If the requested item is recently published, the request is sent to the person responsible for ordering that area of the collection for purchase. If the item is not available, the librarian contacts the patron regarding receiving the book through interlibrary loan. If the material is more than six months past publication date, the librarian evaluates whether the request should be added to the collection or an alternative suggested to the patron.



Every location has print survey cards asking for recommendations for the collection. The library also offers online opportunities to recommend additions to the collection on its website, [Feedback | Appomattox Regional Library System \(arls.org\)](#) , and through the Overdrive collection Libby application.

### Objective 3 – The library will actively promote online educational resources offered by the library

The library held a program and provided one-on-one assistance in using the library's genealogy databases. The library promoted the use of its JobNow and VetNow resources in conjunction with the VEC Career Workshops. Signage, patron assistance and posts in the library's newsletter and social media have periodically promoted the library's downloadable collections in Overdrive and Hoopla. Staff created and presented a virtual program on using the Libby app, focusing on the Library of Virginia Overdrive collection. Changes to the databases provided by the Library of Virginia moved the library's online magazine collection from Overdrive to Magzter as of October 1, 2022. This new service is being promoted now, in FY2023.

## Goal 3 – Cultivate Exchange of Ideas

### Objective 1 –The library will provide adult programming on diverse topics

Through its partnership with the Historic Hopewell Foundation or as programs created by library staff, the library presented programs on a variety of topics during FY2022. Samples of such topics include:

- Photography
- The state of businesses in downtown Hopewell
- Costume presentations of historic figures
- Gospel Music
- Library genealogy resources
- Library jobs and career resources
- Author visit by Donna Everhart
- Open mic opportunities for patron created poetry and prose
- Monthly book group discussions
- Exercise and yoga
- Craft programs on topics such as creating dream journals, knitting and Christmas decorations



## Objective 2 – The library will develop displays, online presentations or informational webpages on diverse topics

Physical displays of library materials and/or resources during FY2022 included, but were not limited to, Black History Month, Pride, Asian Pacific Islands Heritage, Banned Books, and Women's History. Staff create new displays monthly on then current topics or topics of interest. Displays are created to display items from the collection related to adult, teen and children collections and for resources for each age group

Staff created a webpage on availability of COVID-19 vaccines and on COVID-19 testing including information on the free tests available at the library locations.

## Goal 4 – Encourage Community Engagement and Gathering

### Objective 1 – The library will encourage community participation through the library with other community organizations to support the needs and interests of the community

The library uses its development of community partners to present library resources outside of the library as well as encourage patrons to come to the library. Not listed with the community partners are the numerous outreaches at which the library participated. Outreach locations included but is not limited Farmers Markets, street festivals, events hosted at the schools, recreation departments, and Ft. Lee. The library participated in various holiday events in the communities such as the Hopewell Tree Stewards Arbor Day event, Hopewell's Light Up the Night celebration and participating in the Prince George Juneteenth celebration.

The library's strongest support from outside organizations promoting the library and the library resources remain the Historic Hopewell Foundation, the Hopewell Recreation & Parks Department, and the Dinwiddie Parks, Recreation & Tourism Department.

### Objective 2 – The library will develop additional meeting and programming spaces through partnerships with other community organizations

The library has a strong relationship with the Dinwiddie Parks, Recreation & Tourism Department that has allowed frequent use of its meeting spaces at the Eastside Enhancement Center and Ragsdale Community Center for programs at no cost. Although there is no formal arrangement for use of the extra space, the department is very accommodating in allowing the library to have available space when needed. However, public use of the meeting space still requires going through the department

and its reservation system. The department provided access to the Friends of the Library – Dinwiddie (FOLD) to the historic courthouse on a Sunday for its annual program.

The Hopewell Recreation & Parks Department worked with the Friends of the Library for Hopewell/Prince George for its Buck-a-Bag sale and allowed the Friends to use the large gymnasium at the city recreation center for the event. This provide a considerably better venue than the large meeting room at Hopewell and avoided overcrowding of buyers in a small space. The plan is to work with the city to hold the next large book sale at the recreation center. However, public use of the available city spaces is managed by the department.

The library had a partnership with the Guncotton coffee shop, created during the pandemic year when social distancing was a requirement for story times. This partnership for presenting children's programming outside of the library location continued into FY2022. The library held 13 events with a combined attendance of 201 at the Guncotton this past fiscal year. The library also used the space in the previous year for its volunteer appreciation event. Guncotton is closing as of October 2022 and the library will no longer have access to the space. Hopefully, the library will be able to build a working relationship with the next owner or business operator.

**Objective 3 – The library will encourage outside groups and organizations to use the library's available gathering space as a set by the library's policies.**

The library has actively promoted the available meeting spaces through the past fiscal year. In comparison to the usage prior to the pandemic, the library has seen considerable growth in the use of its spaces by the City of Hopewell and Prince George County. In particular, the Prince George School System used the large meeting room at the Prince George Library for beginning and end of school year training due to the technology and other resources the library offers.

The library reopened all meeting spaces for use by the general public in January 2022. The library has not seen the general public's use of the spaces return to pre-pandemic levels. The library is considering in FY2023 revising its policy to allow more uses for the commercial community that would not involve the direct sale of products or services in the meeting spaces.



## Appendix

### Community Partners

ORGANIZATION	ACTIVITIES
The American Red Cross	ARLS has hosted five blood drives (Oct 2020, Feb 2021 April 2021, Dec 2021 and Jul 2022). We have had a total of 128 donors and 110 units of blood collected. A drive has been scheduled for December 12, 2022.
The Choice Group	The Choice Group supports people with barriers in finding gainful employment and providing transition services to at-risk youth and students through their Pre-Employment Transition Services. The ARLS volunteer program has become a community support location. Choice Group volunteers are able to develop specific life skills necessary to obtain and maintain employment through their volunteer work with ARLS.
Dinwiddie Parks and Rec	Story Trail, 2022 SRP Programs (Pirate show, Harry Potter Birthday)
Dinwiddie Public Schools	Literacy Night, Back-to School Fair, STEM Night
Historic Hopewell Foundation	Annual Weston Lunch & Learn Lecture Series; provided presenters and programs and recorded lectures for posting on the library's webpage/YouTube channel
Hopewell Downtown Partnership	ARLS had a community presence at the 2021 Hopewell Farmers Market, Third Thursday events, and 2021 Halloween Crawl. Harvest-Ween 2022. The library director is currently on the board of the organization. The Hopewell Library hosted several of the board meetings.
Hopewell Public Schools	Career Fair, Back-to-School Fair, Literacy Night, STEM Night, Local Heroes project,
Hopewell Recreation & Parks	Monthly partnership for distribution of books to homes of children (Rec Readers ~SF) ; 2021 Light Up the Night Festival; 2022 Kick Off to Summer Event; Host site for Friends Buck a Bag Book Sale, Story Trail, 2022 Summer Camp



Hopewell Tree Stewards	Story Time, Arbor Day event
Lamb Arts	Art Fest, Art Story Time. Participated as a pick-up/drop-off location for the 2021 and 2022 valentine's kit to create valentines for local nursing home residents. Sponsored the Oct 2021 Adult Craft series Getting Unstuck with Nherie & Lamb Arts.
The Moving Forward Agency	A Career and Talent Service. They coordinate with Hopewell staff to set up public information tables.
National Park Service	Story Trail- James River National Wildlife Refuge
Pocahontas State Park	YS programs promoting VA animals, habitats, and safety
Prince George Public Schools	Literacy Night, Career Fair, STEM Night, SRP Info Sessions
Prince George Rotary	ARLS Provides gently used donations for their area Free Little Libraries.
Virginia Employment Commission	Pop-up employment workshops at various branches