

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

January 17, 2023

Carson Library  
1:00 p.m.

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

**January 17, 2023**

**1:00 p.m.**

**Call to Order**

**Approval of Agenda**

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

Minutes – December 13, 2022 Regular Meeting  
Statistical Report – dated January 17, 2023  
Financial Report – dated January 17, 2023  
Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Staff Update
- R2.** FY2024 Budget
- R3.** Library website
- R4.** January Food for Fine Forgiveness
- R5.** Ending of Fines and Fees as a Trend in Libraries

**Committee Reports:**

**New Business:**

**Unfinished Business:**

**Adjournment - Next Meeting: February 21, 2023 at the Prince George Library at 1:00 pm.**

**Appomattox Regional Library System  
Board of Trustees Regular Meeting  
Minutes of December 13, 2022**

**Call to Order:** Chairman William Thomas called the meeting to order at 1 p.m. at the Hopewell Library located at 209 E Cawson St., Hopewell.

**Trustees present:** Chairman William Thomas, (PG), Amanda Binford, (PG), Susan Eliades (H), Larry Pankey (H), Sandra E. Ruffin (D)

**Trustees absent:** Angela Bennett (PG), David Harless (H), Randi Hawkins (D)

**Staff present:** Brian Manning, Briana Terry, Chris Wiegard

**Approval of Agenda:** Dr. Ruffin moved to accept the agenda with one additional item, "director's evaluation," under unfinished business. Ms. Binford seconded, and the motion was carried.

**Approval of Consent Agenda:** Dr. Ruffin moved to accept the consent agenda as corrected—Minutes of October 18, 2022 Regular Meeting; Statistical Report, dated December 13; Financial Report dated December 13, 2022; and Bills for Review. Ms. Eliades seconded and the motion was approved.

**Communications:** None      **Citizen comments:** None

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

- R1.** Tech Services has one vacancy that has not yet been advertised. Tech Services now has two full and one part-time employee. The hours of operation at Rohoic were shortened to 7 p.m., Monday through Thursday, and will continue those hours even if the building closes at 9 p.m.
- R2.** Crater District Area on Aging Advisory Council is a new partner of the library. The library will serve as an outlet for getting information, such as events, programs, special messages, etc., to the public.
- R3.** A revised internal proposed pay scale was presented to the Board that resulted from a review of library pay scales in surrounding areas. The last pay scale was created in 2016. The nine levels of pay have been reduced to four levels. Approval by the ARLS Board of Trustees is not required. Implementation of the new pay scale starts July 1, 2023.
- R4.** The library staff participated in the Prince George, Hopewell and Dinwiddie Christmas parades. Also participated in the Hopewell Light of the Night celebration--distributed approximately 250 crafts; talked with 500 people about library services and resources; and 400 people came through making Christmas ornaments.

Appomattox Regional Library System  
Board of Trustees Regional Meeting  
Minutes of December 13, 2022

**R5.** Previously reported was declining membership with the Hopewell and Prince George Friends of the Library. However, a recent well-attended meeting had 14 friends in attendance who were willing to be Board members. The Dinwiddie Friends of the Library recently held open house and it, too, was well attended.

**R6.** FY2024 Budget calls for 6% increase for employees. Mr. Manning will be submitting the budget on January 7, 2023 to the Boards of Supervisors for the three localities. Ms. Binford moved to approve the budget as written and Mr. Pankey seconded the motion, and the motion was carried.

**Finance committee:** The finance committee met just prior to current Board meeting for review of the proposed FY2024 Budget and recommended approval as presented.

**New Business:** Ms. Eliades expressed some concern about the proposed 6% increase for employees vs. a 3% increase for the director. Mr. Williams called to convene an executive session.

**Closed Session:** Dr. Ruffin, 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. With 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. Thomas moved the question and Ms. Eliades seconded. The secretary conducted a roll call vote. There was unanimous consent.

**Unfinished business:** Mr. Thomas reported that he had met with Mr. Manning on November 14, 2022 and reviewed his evaluation. The evaluation resulted in movement to level I-5. Mr. Thomas extended appreciation to the Board's Personnel Committee, and Ms. Binford, chairperson, extended appreciation to Board members for their comments concerning Mr. Manning's annual performance.

Mr. Manning, on behalf of Ms. Terry and staff, extended an invitation to the Board to attend the Library's Christmas party on Friday, December 16, 2022 at 6 p.m. at the Hopewell Library.

**Adjournment:** With no further business, Mr. Thomas called for a motion to adjourn. Ms. Eliades moved to adjourn; Dr. Ruffin seconded; the motion was carried. The meeting adjourned at 2:15 p.m. The next meeting will be held on January 17, 2023 at the Carson Library at 1 p.m.

Sandra E. Ruffin, Ed.D., Secretary ([sandra.ruffin1948@outlook.com](mailto:sandra.ruffin1948@outlook.com))



Statistical Report  
January 17, 2023

Statistical Report - FY2023  
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg CHANGE 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	274							1,636	-20%	-11%
Carson Depot	FY19	992	738	697	647	722	603	774	833	765	839	782	981	9,373		
	FY20	959	971	759	836	699	678	810	633	528	340	714	9,553	17,480		
	FY21	7,346	4,776	4,591	469	509	521	595	621	749	705	716	699	22,297		
	FY22	823	958	873	936	660	665	666	731	635	711	607	735	9,000		
	FY23	766	863	849	732	539	612							4,361	-8%	-11%
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	663	841	827	649	856	805	868	1,048	8,234		
	FY22	1,340	1,598	1,380	1,561	1,395	1,324	1,233	1,327	1,789	1,745	1,445	1,650	17,787		
	FY23	1,603	1,677	1,436	1,491	1,392	1,336							8,935	1%	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	382							2,939	-10%	-4%
Hopewell	FY19	12,619	12,609	11,278	10,998	9,301	7,882	10,135	9,421	10,701	10,121	9,275	10,732	125,072		
	FY20	12,196	11,082	9,683	10,041	8,436	7,680	8,990	8,994	7,968	7,203	8,254	10,221	110,748		
	FY21	4,994	8,743	8,342	7,408	7,438	7,794	7,833	8,113	9,143	8,403	8,878	9,717	96,806		
	FY22	9,015	8,623	8,765	8,452	7,098	7,442	7,902	7,490	7,523	7,321	8,050	8,143	95,824		
	FY23	9,157	9,812	8,657	8,174	6,969	7,096							49,865	-5%	1%

Statistical Report  
January 17, 2023

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	% of Chg & Change	
															by Month	from FY22
McKenney	FY19	1,107	894	877	846	759	478	971	677	749	705	800	773	9,636		
	FY20	1,369	797	605	645	553	527	702	630	496	312	157	3	6,796		
	FY21	6	83	219	210	206	396	354	409	453	460	421	563	3,780		
	FY22	610	738	590	594	687	568	619	596	694	849	860	1,030	8,435		
	FY23	1,088	1,236	1,164	1,088	957	852							6,385	50%	69%

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	3,649							27,216	21%	65%

Rohioic	FY19	1,141	1,212	853	1,127	766	547	965	978	1,052	1,045	842	1,002	11,530		
	FY20	1,256	1,013	821	1,138	864	819	967	1,101	585	366	207	4	9,141		
	FY21	7	95	40	69	46	86	116	194	256	207	251	323	1,690		
	FY22	568	595	539	789	616	626	863	866	1,077	967	1,114	970	9,590		
	FY23	1,005	888	884	984	889	910							5,560	45%	49%

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	1,629							11,228	8%	22%

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  
January 17, 2023

PATRON VISITS FY2023	PATRON VISITS												TOTAL	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Burrowsville	114	133	82	99	108	99	0	0	0	0	0	0	0	635
Carson Depot	203	203	181	171	109	113	0	0	0	0	0	0	0	980
Dinwiddle	502	519	457	481	366	384	0	0	0	0	0	0	0	2,709
Disputantia	113	164	183	143	132	115	0	0	0	0	0	0	0	850
Hopewell	11,002	12,138	11,701	11,458	8,597	11,003	0	0	0	0	0	0	0	65,899
McKenney	241	258	298	299	202	225	0	0	0	0	0	0	0	1,523
Prince George	4,879	4,174	4,265	3,350	1,408	2,896	0	0	0	0	0	0	0	20,972
Roboic	310	317	323	371	254	326	0	0	0	0	0	0	0	1,901
<b>TOTAL</b>	<b>17,364</b>	<b>17,906</b>	<b>17,490</b>	<b>16,372</b>	<b>11,176</b>	<b>15,161</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>95,469</b>
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	
Meetings	165	159	140	129	98	109	0	0	0	0	0	0	0	800
Meeting Room Users	513	724	1,058	1,054	686	1,097	0	0	0	0	0	0	0	5,132
Book Group **	12	17	12	13	13	0	0	0	0	0	0	0	0	67
Adult Program**	608	336	262	301	249	146	0	0	0	0	0	0	0	1,902
Non-SRP Child Program**	0	0	338	795	722	3,286	0	0	0	0	0	0	0	5,141
Non-SRP Teen Program	0	0	123	96	83	83	0	0	0	0	0	0	0	385
Storytime**	357	202	337	337	119	165	0	0	0	0	0	0	0	1,517
SRP Child**	2,087	1,555	0	0	0	0	0	0	0	0	0	0	0	3,642
SRP Teen**	186	188	0	0	0	0	0	0	0	0	0	0	0	374
Community Outreach	3,705	1,130	1,003	2,401	187	87	0	0	0	0	0	0	0	8,513
Database Usage	486	417	503	2,269	2,320	2,718	0	0	0	0	0	0	0	8,713
<b>TOTALS</b>	<b>8,119</b>	<b>4,728</b>	<b>3,776</b>	<b>7,395</b>	<b>4,477</b>	<b>7,691</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,186</b>

\*\*Includes online programming

Statistical Report  
January 17, 2023

REFERENCE QUESTIONS - FY2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	27	24	27	16	20	33	0	0	0	0	0	0	147
Carson Depot	5	11	9	5	2	7	0	0	0	0	0	0	39
Dinwiddie	131	112	91	112	82	73	0	0	0	0	0	0	601
Disputanta	70	77	57	62	46	37	0	0	0	0	0	0	349
Hopewell	872	1,021	829	837	601	906	0	0	0	0	0	0	5,066
Mckenney	181	211	233	138	156	158	0	0	0	0	0	0	1,077
Prince George	796	672	605	583	490	500	0	0	0	0	0	0	3,646
Rohoic	76	59	61	116	73	76	0	0	0	0	0	0	461
<b>TOTALS</b>	<b>2,158</b>	<b>2,187</b>	<b>1,912</b>	<b>1,869</b>	<b>1,470</b>	<b>1,790</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,386</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	2	1	4	0	0	0	0	0	0	26
	WIFI	0	1	5	1	0	0	0	0	0	0	0	13
Carson Depot Workstation	64	64	13	32	35	7	0	0	0	0	0	0	215
	WIFI	7	6	12	5	2	0	0	0	0	0	0	45
Dinwiddie Workstation	58	56	50	40	40	35	0	0	0	0	0	0	279
	WIFI	22	10	9	10	8	0	0	0	0	0	0	99
Disputanta Workstation	11	49	52	45	45	49	0	0	0	0	0	0	251
	WIFI	48	55	50	61	37	0	0	0	0	0	0	338
Hopewell Workstation	1,536	1,696	1,537	1,347	1,105	1,285	0	0	0	0	0	0	8,506
	WIFI	374	409	428	353	300	0	0	0	0	0	0	2,241
Mckenney Workstation	46	43	55	40	41	52	0	0	0	0	0	0	277
	WIFI	25	32	36	16	13	0	0	0	0	0	0	164
Prince George Workstation	444	387	369	344	291	312	0	0	0	0	0	0	2,147
	WIFI	104	132	163	138	100	0	0	0	0	0	0	816
Rohoic Workstation	29	42	30	22	17	21	0	0	0	0	0	0	161
	WIFI	12	6	8	9	7	0	0	0	0	0	0	69
<b>TOTALS</b>	<b>2,794</b>	<b>2,991</b>	<b>2,819</b>	<b>2,465</b>	<b>2,346</b>	<b>2,232</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,647</b>

Wireless Printing 195 222 180 394 502 208 1,701



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

fund#	Revenue 12/31/22	FY2023 Adopted	Receipts to		Total Receipts	Percentage Received	Balance Due
			Previous Month	Monthly Receipts - 12/22			
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	\$337,704	\$0	\$337,704	50.0%	\$337,704
103	Dinwiddie	\$323,072	\$161,536	\$0	\$161,536	50.0%	\$161,536
104	Prince George	\$645,631	\$322,816	\$0	\$322,816	50.0%	\$322,816
105	State Funds	\$453,235	\$258,557	\$0	\$258,557	57.0%	\$194,679
106	Fines/Fees/Lost	\$9,000	\$3,125	\$566	\$3,690	41.0%	\$5,310
107	Copying/Fax Receipts	\$25,000	\$9,675	\$1,936	\$11,610	46.4%	\$13,390
108	Endowment Funds	\$21,000	\$22,328	\$0	\$22,328	106.3%	(\$1,328)
109	E-Rate Refunds	\$16,000	\$48,317	\$0	\$48,317	302.0%	(\$32,317)
110	Gifts/Donations	\$1,000	\$313	\$350	\$663	66.3%	\$338
111	Grants	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
112	Other	\$1,100	\$1,322	\$82	\$1,404	127.7%	(\$304)
	<b>TOTALS</b>	<b>\$2,291,445</b>	<b>\$1,165,691</b>	<b>\$2,933</b>	<b>\$1,168,625</b>	<b>51.0%</b>	<b>\$1,122,820</b>



Fund#	EXPENSES 12/31/2022	FY23 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 12/2022	TOTAL EXPENSES 12/31/22	PERCENTAGE SPENT	BALANCE
	<b>Personnel</b>						
200	MLS Salaries & Wages	\$496,209	\$189,778	\$59,466	\$249,245	50.2%	\$246,964
201	Non-MLS Salary & Wages	\$662,055	\$229,815	\$76,241	\$306,056	46.2%	\$355,999
202	Benefits for Staff/Retirees	\$332,464	\$130,795	\$30,210	\$161,005	48.4%	\$171,459
	<b>Total Personnel</b>	<b>\$1,490,728</b>	<b>\$550,389</b>	<b>\$165,918</b>	<b>\$716,306</b>	<b>48.1%</b>	<b>\$774,422</b>
	<b>Books &amp; Materials</b>						
300	Books	\$105,000	\$40,106	\$9,984	\$50,090	47.7%	\$54,910
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$12,537	\$1,409	\$13,946	46.5%	\$16,054
303	Print News & Periodicals	\$10,000	\$7,675	\$0	\$7,675	76.8%	\$2,325
304	Audiovisual Materials	\$25,000	\$9,917	\$2,739	\$12,656	50.6%	\$12,344
305	Electronic Materials	\$5,500	\$5,615	\$0	\$5,615	102.1%	(\$115)
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$26,945	\$0	\$26,945	107.8%	(\$1,945)
	<b>Total Books &amp; Materials</b>	<b>\$221,500</b>	<b>\$102,796</b>	<b>\$14,132</b>	<b>\$116,928</b>	<b>52.8%</b>	<b>\$104,572</b>
	<b>Capital Expenditures</b>						
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$20,000	\$14,431	\$3,562	\$17,993	90.0%	\$2,007
401	Computer Hardware	\$50,000	\$17,857	\$80	\$17,937	35.9%	\$32,063
	<b>Total Capital Expenditures</b>	<b>\$70,000</b>	<b>\$32,288</b>	<b>\$3,642</b>	<b>\$35,930</b>	<b>51.3%</b>	<b>\$34,070</b>
	<b>Contractual</b>						
500	Lyrasis ILL Services	\$3,100	\$23	\$0	\$23	0.7%	\$3,077
	Software & Web Based App.						
501	Licensing Contracts	\$40,000	\$20,014	\$884	\$20,898	52.2%	\$19,102
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	\$32,240	\$6,611	\$38,851	55.5%	\$31,149

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	\$17,464	\$2,995	\$20,459	58.5%	\$14,541
508	Printing and Publications	\$4,200	\$2,331	\$597	\$2,927	69.7%	\$1,273
	<b>Total Contractual</b>	<b>\$175,300</b>	<b>\$74,527</b>	<b>\$11,086</b>	<b>\$85,613</b>	<b>48.8%</b>	<b>\$89,687</b>
	<b>Facilities/Maint./Operations</b>						
600	Equip. Repair & Maintenance	\$7,000	\$3,020	\$456	\$3,475	49.6%	\$3,525
601	TLC Maintenance Contract	\$17,000	\$16,492	\$0	\$16,492	97.0%	\$508
602	Facilities and Rent	\$76,650	\$31,500	\$6,300	\$37,800	49.3%	\$38,850
603	Supplies	\$25,000	\$7,072	\$2,278	\$9,350	37.4%	\$15,650
604	Travel / Workshops / Conf. Fees	\$5,000	\$2,514	\$236	\$2,750	55.0%	\$2,250
605	Training / Education	\$2,000	\$864	\$0	\$864	43.2%	\$1,136
606	Utilities	\$3,750	\$1,277	\$232	\$1,509	40.3%	\$2,241
607	Telephone (Voice)	\$13,000	\$5,543	\$1,140	\$6,683	51.4%	\$6,317
608	Insurance	\$12,750	\$469	\$0	\$469	3.7%	\$12,281
609	Vehicle Maintenance & Fuel	\$5,000	\$1,635	\$192	\$1,827	36.5%	\$3,173
610	Job & Contracting Advertising	\$1,000	\$1,599	\$60	\$1,659	165.9%	(\$659)
611	Promotional Advertising	\$2,000	\$1,322	(\$147)	\$1,175	58.7%	\$825
612	Organization/Association Dues	\$3,500	\$656	\$505	\$1,161	33.2%	\$2,339
613	Postage	\$5,500	\$1,787	\$0	\$1,787	32.5%	\$3,713
614	Janitorial	\$94,000	\$39,173	\$6,820	\$45,993	48.9%	\$48,007
615	Other Building Maintenance	\$9,500	\$3,408	\$1,022	\$4,429	46.6%	\$5,071
	<b>Total</b>	<b>\$282,650</b>	<b>\$118,330</b>	<b>\$19,093</b>	<b>\$137,423</b>	<b>48.6%</b>	<b>\$145,227</b>
	<b>Facilities/Maint./Operations</b>						
	<b>Programs/Activites/Other</b>						
700	YS Summer Reading Program	\$7,000	\$0	\$321	\$321	4.6%	\$6,679
701	YS Programming & Supplies	\$4,500	\$1,932	\$881	\$2,813	62.5%	\$1,687
703	Adult Programming Supplies	\$8,000	\$1,921	\$11	\$1,932	24.1%	\$6,068

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	\$7,198	\$3,212	\$10,410	107.3%	(\$710)
	<b>Total Programs/Activ./Other</b>	<b>\$49,200</b>	<b>\$11,401</b>	<b>\$4,425</b>	<b>\$15,826</b>	<b>32.2%</b>	<b>\$33,374</b>



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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/1/22	200746	21000-100	Federal Taxes Withheld	3,085.86	
12/1/22	200746	22000-100	Social Security Taxes		
12/1/22	200746	22000-100	Withheld	2,651.31	
12/1/22	200746	22000-100	SB Social Security	137.30	
12/1/22	200746	22000-100	ARLS Social Security	2,514.01	
12/1/22	200746	23000-100	Medicare Taxes		
12/1/22	200746	23000-100	Withheld	620.06	
12/1/22	200746	23000-100	SB Medicare Taxes	32.11	
12/1/22	200746	23000-100	ARLS Medicare	587.95	
12/1/22	200746	10006-100	Electronic Federal Tax		
12/1/22	200746	10006-100	Payment		9,628.60
12/1/22	2013-814	27000-300	EZ Link Withheld	169.73	
12/1/22	2013-814	10006-100	Treasurer of Virginia		169.73
12/1/22	2013-815	27000-400	EZ Link Voluntary	350.32	
12/1/22	2013-815	10006-100	Treasurer of Virginia		350.32
12/1/22	43452	83810-100	CALD/TALC Lunch		
12/1/22	43452	83810-100	11/2/22	13.00	
12/1/22	43452	83810-100	Williamsburg Regional		
12/1/22	43452	10006-100	Library		13.00
12/6/22	2013-816	70540-600	SB Life Insurance	64.21	
12/6/22	2013-816	70540-600	SB VRS Retirement	185.92	
12/6/22	2013-816	27000-200	VRS Withheld	3,128.90	
12/6/22	2013-816	70460-100	ARLS VRS Insurance	865.29	
12/6/22	2013-816	70460-100	ARLS VRS Retirement	1,992.09	
12/6/22	2013-816	10006-100	Treasurer of Virginia		6,236.41
12/6/22	2013-816	10006-100	Background		
12/6/22	2013-816	10006-100	Verifications - Clay,		
12/8/22	2023-139E	85800-100	Devlin	94.00	
12/8/22	2023-139E	10006-100	Active Screening		94.00
12/8/22	2023-140E	82600-200	#8299 60 017 0199525		
12/8/22	2023-140E	82600-200	Internet - HQ	301.71	
12/8/22	2023-140E	10006-100	Comcast		
12/8/22	2023-140E	10006-100	Communications		301.71
12/8/22	2023-141E	84100-440	#8299 60 021 0013348		
12/8/22	2023-141E	84100-440	Telephone - McKenney	94.85	
12/8/22	2023-141E	82600-440	#8299600210013348		
12/8/22	2023-141E	82600-440	Internet - McKenney	391.31	
12/8/22	2023-141E	10006-100	Comcast		
12/8/22	2023-141E	10006-100	Communications		486.16
12/8/22	2023-142E	84100-430	#8299 60 019 0107136		
12/8/22	2023-142E	84100-430	Telephone - Disputanta	62.90	

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12/8/22	2023-142E	82600-430	#8299 60 019 0107136 Internet - Disputanta	283.12	
12/8/22	2023-142E	10006-100	Comcast Communications		346.02
12/8/22	2023-143E	82600-410	#8299 60 020 0356327 Internet- Carson	295.91	
12/8/22	2023-143E	10006-100	Comcast Communications		295.91
12/8/22	2023-144E	83700-100	Titan Book Support Oversize Gray	384.99	
12/8/22	2023-144E	10006-100	DEMCO, Inc.		384.99
12/8/22	2023-145E	83810-100	Tunnel Tolls for VLA Conference	12.18	
12/8/22	2023-145E	10006-100	DriveERT		12.18
12/8/22	2023-146E	84000-410	Utilities - Carson	180.87	
12/8/22	2023-146E	10006-100	Dominion Energy Virginia		180.87
12/8/22	2023-147E	81100-450	Printer - PG	566.80	
12/8/22	2023-147E	82450-100	Monthly Billing for December	2,321.72	
12/8/22	2023-147E	82450-100	Managed Workstations	3,799.05	
12/8/22	2023-147E	82450-100	Internet	160.00	
12/8/22	2023-147E	10006-100	E-N Computers, Inc.		6,847.57
12/8/22	2023-148E	20200-400	Truist 12/22/22	2,496.07	
12/8/22	2023-148E	10006-100	Truist		2,496.07
12/8/22	2023-149E	82600-200	Mobile Internet	31.68	
12/8/22	2023-149E	10006-100	T-Mobile Telephone -		31.68
12/8/22	2023-150E	84100-480	Burrowsville	46.11	
12/8/22	2023-150E	10006-100	Verizon		46.11
12/8/22	43453	80460-100	Invoice: 2073867	151.80	
12/8/22	43453	10006-100	Blackstone Publishing		151.80
12/8/22	43454	80020-100	Invoice: 5018067370	1,551.72	
12/8/22	43454	80020-100	Invoice: 5018078482	71.98	
12/8/22	43454	80250-100	Invoice: 5018075760	120.21	
12/8/22	43454	10006-100	Baker & Taylor		1,743.91
12/8/22	43455	80260-100	Invoice: 79657284	29.24	
12/8/22	43455	80260-100	Invoice: 79663945	62.97	
12/8/22	43455	80260-100	Invoice: 79670261	74.97	
12/8/22	43455	80260-100	Invoice: 79671226	46.48	



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12/8/22	43455	10006-100	Cengage Learning Inc/Gale		213.66
12/8/22	43456	80010-100	Invoice: 60167385	32.34	
12/8/22	43456	80230-100	Invoice: 60167383	22.22	
12/8/22	43456	80200-100	Invoice: 60165897	20.78	
12/8/22	43456	80210-100	Invoice: 60164557	16.51	
12/8/22	43456	80210-100	Invoice: 60164288	19.15	
12/8/22	43456	80210-100	Invoice: 60164555	40.68	
12/8/22	43456	80010-100	Invoice: 67544637	106.71	
12/8/22	43456	80025-100	Invoice: 67544660	211.48	
12/8/22	43456	80210-100	Invoice: 60167384	33.04	
12/8/22	43456	80210-100	Invoice: 60164556	21.32	
12/8/22	43456	80210-100	Invoice: 60167381	12.78	
12/8/22	43456	80010-100	Invoice: 60167387	23.37	
12/8/22	43456	80010-100	Invoice: 60168208	72.98	
12/8/22	43456	80210-100	Invoice: 60167382	19.18	
12/8/22	43456	80025-100	Invoice: 67547847	51.53	
12/8/22	43456	80210-100	Invoice: 60165898	11.15	
12/8/22	43456	80015-100	Invoice: 60165896	18.34	
12/8/22	43456	80015-100	Invoice: 60164558	21.14	
12/8/22	43456	80025-100	Invoice: 60168206	30.88	
12/8/22	43456	80010-100	Invoice: 60164098	268.91	
12/8/22	43456	80025-100	Invoice: 60168207	222.61	
12/8/22	43456	80010-100	Invoice: 67544661	33.94	
12/8/22	43456	80010-100	Invoice: 60165895	125.73	
12/8/22	43456	80210-100	Invoice: 67547849	17.96	
12/8/22	43456	80200-100	Invoice: 60168209	12.98	
12/8/22	43456	80030-100	Invoice: 60164289	31.71	
12/8/22	43456	80025-100	Invoice: 60165894	1,188.74	
12/8/22	43456	80210-100	Invoice: 60164097	13.15	
12/8/22	43456	80210-100	Invoice: 60165893	33.52	
12/8/22	43456	80210-100	Invoice: 60164554	29.02	
12/8/22	43456	80010-100	Invoice: 67544636	384.35	
12/8/22	43456	80025-100	Invoice: 60167386	14.95	
12/8/22	43456	80210-100	Invoice: 60168205	33.96	
12/8/22	43456	80038-100	Invoice: 67547848	165.36	
12/8/22	43456	10006-100	Ingram Library Services		3,362.47
12/8/22	43457	80405-100	Invoice: 502969568	310.34	
12/8/22	43457	80410-100	Invoice: 503002024	27.22	
12/8/22	43457	80440-100	Invoice: 503002026	51.30	
12/8/22	43457	80405-100	Invoice: 503002023	49.58	
12/8/22	43457	80440-100	Invoice: 502969569	383.80	
12/8/22	43457	80410-100	Invoice: 502969566	247.76	
12/8/22	43457	10006-100	Midwest Tape Copiers- Lease		1,070.00
12/8/22	43458	81100-200	#0767013-001	1,889.22	

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12/8/22	43458	81100-200	Coin Boxes Lease #0767013-002	870.49	
12/8/22	43458	10006-100	Canon Financial Services, Inc.		2,759.71
12/8/22	43459	83810-420	Travel - Dinwiddie 11/3/22, 11/10/22	29.59	
12/8/22	43459	10006-100	Shelly Curtis		29.59
12/8/22	43460	83810-450	Travel - PG 11/9/22	8.08	
12/8/22	43460	10006-100	Michelle Lawhorn		8.08
12/8/22	43461	85800-100	Friends Dinner Meeting	26.28	
12/8/22	43461	10006-100	Megan Kitchen		26.28
12/8/22	43462	83810-100	Travel CALD Meeting 12/2/22	49.60	
12/8/22	43462	10006-100	Brian Manning		49.60
12/8/22	43463	85800-100	Friends Dinner Meeting	32.30	
12/8/22	43463	10006-100	Amanda Belew		32.30
12/8/22	43464	85110-100	Candy, Bags, Crafts	176.53	
12/8/22	43464	10006-100	Sarah Finch		176.53
12/8/22	43465	85110-100	YS Supplies	165.22	
12/8/22	43465	10006-100	Rija Mughal		165.22
12/8/22	43466	84100-410	Telephone - Carson Granite	115.13	
12/8/22	43466	10006-100	Telecommunications		115.13
12/8/22	43467	84900-410	Grounds Maintenance - Carson	907.50	
12/8/22	43467	10006-100	Heaton's Lawn Maintenance, LLC		907.50
12/8/22	43468	84600-100	Membership Renewal for 2023	225.00	
12/8/22	43468	10006-100	Hopewell/PG Chamber Commerce		225.00
12/8/22	43469	82700-100	Christmas Open House Flyers	49.00	
12/8/22	43469	82700-100	Explore - Dec to February	772.50	
12/8/22	43469	10006-100	Johnson Printing Service		821.50
12/8/22	43470	82910-200	Quarterly Billing - Color Copies	455.60	
12/8/22	43470	10006-100	Mauck & Company		455.60
12/8/22	43471	84800-200	Janitorial - HQ	3,856.77	
12/8/22	43471	84800-410	Janitorial - Carson	220.00	
12/8/22	43471	84800-420	Janitorial - Dinwiddie	350.00	
12/8/22	43471	84800-430	Janitorial - Disputanta	256.00	

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12/8/22	43471	84800-440	Janitorial - McKenney	250.00	
12/8/22	43471	84800-450	Janitorial - PG	1,307.31	
12/8/22	43471	84800-460	Janitorial - Rohoic	220.00	
12/8/22	43471	84800-480	Janitorial - Burrowsville	195.00	
12/8/22	43471	10006-100	MCS Services, Inc.		6,655.08
12/8/22	43472	84900-450	Monitoring of Alarms - PG	59.00	
12/8/22	43472	84900-200	Monitoring of Alarms - HQ	55.00	
12/8/22	43472	10006-100	Petersburg Alarm Company, Inc.		114.00
12/8/22	43473	82600-480	Internet - Burrowsville	219.00	
12/8/22	43473	10006-100	RuralBand		219.00
12/8/22	43474	20500-100	For SB - VFHY	1,950.00	
12/8/22	43474	10006-100	Smart Beginnings EFC Consulting		1,950.00
12/8/22	43475	85830-100	Services	2,250.00	
12/8/22	43475	10006-100	Tel/Logic Inc.		2,250.00
12/8/22	43476	84600-100	Inv #11690 - Dues - B. Manning - 2023	120.00	
12/8/22	43476	84600-200	Inv #11758 - Dues - A. Rappe - 2023	80.00	
12/8/22	43476	84600-100	Inv #11736 - Dues - E. Trop - 2023	80.00	
12/8/22	43476	10006-100	Virginia Library Association		280.00
12/12/22	2023-151E	10007-100	Gross MLS	14,584.48	
12/12/22	2023-151E	10007-100	Gross Non MLS	7,959.87	
12/12/22	2023-151E	10007-100	Gross Hourly	13,820.72	
12/12/22	2023-151E	10007-100	Gross Smart Beginnings	1,738.65	
12/12/22	2023-151E	10006-100	ARLS-Payroll		38,103.72
12/15/22	200747	21000-100	Federal Taxes Withheld	3,330.82	
12/15/22	200747	22000-100	Social Security Taxes Withheld	2,931.66	
12/15/22	200747	22000-100	SB Social Security	137.30	
12/15/22	200747	22000-100	ARLS Social Security Medicare Taxes	2,794.36	
12/15/22	200747	23000-100	Withheld	685.63	
12/15/22	200747	23000-100	SB Medicare Taxes	32.11	
12/15/22	200747	23000-100	ARLS Medicare	653.52	
12/15/22	200747	10006-100	Electronic Federal Tax Payment		10,565.40



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12/15/22	2013-818	27000-400	EZ Link Voluntary	350.32	
12/15/22	2013-818	10006-100	Treasurer of Virginia		350.32
12/15/22	2013-819	27000-300	EZ Link Withheld	169.73	
12/15/22	2013-819	70460-100	EZ Link Retirement	286.37	
12/15/22	2013-819	10006-100	Treasurer of Virginia		456.10
12/16/22	200748	21000-100	Federal Taxes Withheld	59.35	
12/16/22	200748	22000-100	Social Security Taxes Withheld	516.13	
12/16/22	200748	22000-100	ARLS Social Security Medicare Taxes	516.13	
12/16/22	200748	23000-100	Withheld	120.87	
12/16/22	200748	23000-100	ARLS Medicare	120.87	
12/16/22	200748	10006-100	Electronic Federal Tax Payment		1,333.35
12/16/22	2023-152E	10007-100	Gross MLS	2,013.01	
12/16/22	2023-152E	10007-100	Gross Non MLS	2,015.56	
12/16/22	2023-152E	10007-100	Gross Hourly	3,600.00	
12/16/22	2023-152E	10006-100	ARLS-Payroll		7,628.57
12/21/22	2023-153E	84000-200	Utilities - HQ	17.10	
12/21/22	2023-153E	84000-410	Utilities - Carson	17.10	
12/21/22	2023-153E	84000-480	Utilities - Burrowsville	17.09	
12/21/22	2023-153E	10006-100	Diamond Springs Retirees Health		51.29
12/21/22	2023-154E	70470-100	Insurance	412.00	
12/21/22	2023-154E	10006-100	Anthem BlueCross BlueShield		412.00
12/21/22	2023-155E	70540-600	SB Health Insurance	1,029.00	
12/21/22	2023-155E	70470-100	ARLS Health Insurance Anthem BlueCross	16,464.00	
12/21/22	2023-155E	10006-100	BlueShield		17,493.00
12/21/22	2023-156E	84100-460	#8299 60 020 0107829 Telephone - Rohoic	64.40	
12/21/22	2023-156E	82600-460	#8299 60 020 0107829 Internet - Rohoic	288.70	
12/21/22	2023-156E	10006-100	Comcast Communications		353.10
12/21/22	2023-157E	84100-420	#8299 60 020 0108397 Telephone - Dinwiddie	64.40	
12/21/22	2023-157E	82600-420	#8299 60 020 0108397 Internet - Dinwiddie	288.70	

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12/21/22	2023-157E	10006-100	Comcast Communications		353.10
12/21/22	2023-158E	84100-200	#8299 60 017 0205967 Telephone - HQ	537.65	
12/21/22	2023-158E	82600-200	#8299 60 017 0205967 Internet - HQ	494.95	
12/21/22	2023-158E	10006-100	Comcast Communications		1,032.60
12/21/22	2023-159E	84100-450	#8299 60 019 0106328 Telephone - PG	154.80	
12/21/22	2023-159E	82600-450	#8299 60 019 0106328 Internet - PG	399.68	
12/21/22	2023-159E	10006-100	Comcast Communications		554.48
12/21/22	2023-160E	81210-450	Replace a Bad Drive at PG	80.00	
12/21/22	2023-160E	10006-100	E-N Computers, Inc.		80.00
12/21/22	2023-161E	85800-100	Staff Shirts	283.00	
12/21/22	2023-161E	10006-100	Rich's Stitches Inc.		283.00
12/21/22	2023-162E	20200-300	Staples 1/7/22	1,696.30	
12/21/22	2023-162E	10006-100	Staples Credit Plan		1,696.30
12/21/22	2023-163E	85850-100	Monthly Shredding	74.97	
12/21/22	2023-163E	10006-100	Shred-It USA LLC		74.97
12/21/22	2023-164E	82070-100	West Proflex - November	493.92	
12/21/22	2023-164E	10006-100	Thomson Reuters - West		493.92
12/21/22	43477	80460-100	Invoice: 2076021	428.90	
12/21/22	43477	10006-100	Blackstone Publishing		428.90
12/21/22	43478	80260-100	Invoice: 79735321	128.20	
12/21/22	43478	80260-100	Invoice: 79746806	100.46	
12/21/22	43478	80260-100	Invoice: 79746894	94.46	
12/21/22	43478	80260-100	Invoice: 79747488	53.98	
12/21/22	43478	80020-100	Invoice: 79756433	83.60	
12/21/22	43478	10006-100	Cengage Learning Inc/Gale		460.70
12/21/22	43479	80030-100	Invoice: 60170852	1,148.75	
12/21/22	43479	80038-100	Invoice: 60170853	839.79	
12/21/22	43479	80025-100	Invoice: 60170851	96.68	
12/21/22	43479	80210-100	Invoice: 60170854	11.15	
12/21/22	43479	80210-100	Invoice: 60170849	32.57	
12/21/22	43479	80210-100	Invoice: 60170850	33.04	
12/21/22	43479	80210-100	Invoice: 60172958	46.87	



Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/21/22	43479	80038-100	Invoice: 60172960	85.02	
12/21/22	43479	80015-100	Invoice: 60172963	889.95	
12/21/22	43479	80025-100	Invoice: 60172959	285.15	
12/21/22	43479	80038-100	Invoice: 60172961	50.92	
12/21/22	43479	80200-100	Invoice: 60172964	41.26	
12/21/22	43479	80010-100	Invoice: 60172962	125.95	
12/21/22	43479	80230-100	Invoice: 60172957	24.30	
12/21/22	43479	80038-100	Invoice: 67552192	50.73	
12/21/22	43479	80010-100	Invoice: 67552193	1,387.52	
12/21/22	43479	80025-100	Invoice: 67552191	140.85	
			Ingram Library		
12/21/22	43479	10006-100	Services		5,290.50
12/21/22	43480	80410-100	Invoice: 503035574	27.22	
12/21/22	43480	80440-100	Invoice: 503035576	34.58	
12/21/22	43480	80405-100	Invoice: 503064438	388.22	
12/21/22	43480	80440-100	Invoice: 503064437	78.08	
12/21/22	43480	80440-100	Invoice: 503065890	320.34	
12/21/22	43480	80410-100	Invoice: 503097118	28.72	
12/21/22	43480	80440-100	Invoice: 503101441	198.24	
12/21/22	43480	10006-100	Midwest Tape		1,075.40
			Rent - Dinwiddie		
12/21/22	43481	83500-420	Library	300.00	
			Rent - McKenney		
12/21/22	43481	83500-440	Library	300.00	
			Rent - Rohoic Library		
12/21/22	43481	83500-460	County of Dinwiddie	300.00	
			Rent - Burrowsville		900.00
12/21/22	43482	83500-480	Library	300.00	
			Rent - Disputanta		
12/21/22	43482	83500-430	Library	150.00	
12/21/22	43482	83500-450	Rent - PG Library	1,200.00	
			County of Prince		
12/21/22	43482	10006-100	George		1,650.00
			Travel - McKenney -		
12/21/22	43483	83810-440	12/8/22	8.69	
12/21/22	43483	10006-100	Jenny Sadler		8.69
			Travel - Carson 12/9/22		
12/21/22	43484	83810-410	Alyssa Noe	17.17	
12/21/22	43484	10006-100			17.17
			Travel - PG - 12/6-7/22		
12/21/22	43485	83810-450	Michelle Lawhorn	38.89	
12/21/22	43485	10006-100			38.89
			Travel - Carson -		
12/21/22	43486	83810-410	12/9/22	20.95	
12/21/22	43486	10006-100	Linda April Bradshaw		20.95
			Travel - McKenney -		
12/21/22	43487	83810-440	12/9/22	37.77	

Appomattox Reg Library System  
Cash Disbursements Journal

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

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

<u>Date</u>	<u>Check #</u>	<u>Account ID</u>	<u>Line Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
12/21/22	43487	10006-100	Cassandra Bland		37.77
			Batteries, Ribbon, Soap, Cloths, Bags,		
12/21/22	43488	85110-100	Paint	69.70	
12/21/22	43488	10006-100	Deborah Wright		69.70
			Inv #8231 Fuel - All		
12/21/22	43489	84300-100	Vehicles	191.97	
			Rent - Hopewell		
12/21/22	43489	83500-200	Library	3,750.00	
			Hopewell City		
12/21/22	43489	10006-100	Treasurer		3,941.97
12/21/22	43490	85010-100	SRP Tote Bags	321.15	
			JanWay Company		
12/21/22	43490	10006-100	USA, Inc.		321.15
12/27/22	2023-165E	10007-100	Gross MLS	15,921.98	
12/27/22	2023-165E	10007-100	Gross Non MLS	8,273.44	
12/27/22	2023-165E	10007-100	Gross Hourly	11,713.03	
			Gross Smart		
12/27/22	2023-165E	10007-100	Beginnings	1,859.01	
12/27/22	2023-165E	10006-100	ARLS-Payroll		37,767.46
12/29/22	200749	21000-100	Federal Taxes Withheld	3,112.29	
			Social Security Taxes		
12/29/22	200749	22000-100	Withheld	2,744.50	
12/29/22	200749	22000-100	SB Social Security	137.12	
12/29/22	200749	22000-100	ARLS Social Security	2,607.38	
			Medicare Taxes		
12/29/22	200749	23000-100	Withheld	641.87	
12/29/22	200749	23000-100	SB Medicare Taxes	32.07	
12/29/22	200749	23000-100	ARLS Medicare	609.80	
			Electronic Federal Tax		
12/29/22	200749	10006-100	Payment		9,885.03
	Total			194,932.79	194,932.79

## Appomattox Reg Library System

Truist CK #2023-148E

12/8/22

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/27/22	Amazon 9297	83700-100	Hotspot Cases	103.44	
10/27/22	Amazon 9297	20200-400	Amazon.com		103.44
10/27/22	Lucas 9301	85200-100	Poetry, Pizza, Prose	50.90	
			Luca's Italian		
10/27/22	Lucas 9301	20200-400	Restaurant		50.90
10/27/22	Read 10/27/22	80210-100	Adult Fiction - SO	26.32	
10/27/22	Read 10/27/22	20200-400	Reader Service		26.32
10/31/22	Amazon 10/31/22.1	80038-100	Juvenile Fiction	8.66	
10/31/22	Amazon 10/31/22.1	20200-400	Amazon.com		8.66
10/31/22	Amazon 10/31/22.2	80038-100	Juvenile Fiction	12.24	
10/31/22	Amazon 10/31/22.2	20200-400	Amazon.com		12.24
10/31/22	Google 10/31/22	82020-100	Google E-Mail	390.00	
10/31/22	Google 10/31/22	20200-400	Google		390.00
10/31/22	Rotary 9298	85800-100	District Award Dinner	48.00	
10/31/22	Rotary 9298	20200-400	Rotary District 7600		48.00
11/1/22	Amazon 11/1/22	80038-100	Juvenile Fiction	8.66	
11/1/22	Amazon 11/1/22	20200-400	Amazon.com		8.66
11/1/22	Amazon 11/1/22.2	80010-100	Y/S Non Fiction	27.97	
11/1/22	Amazon 11/1/22.2	20200-400	Amazon.com		27.97
11/1/22	Amazon 11/1/22.3	80010-100	Y/S Non Fiction	27.97	
11/1/22	Amazon 11/1/22.3	20200-400	Amazon.com		27.97
11/1/22	Indeed 9340	84400-100	Advertising-Ads	60.00	
11/1/22	Indeed 9340	20200-400	indeed.com		60.00
			Maint. & Fuel - All		
11/1/22	Little 9305	84300-100	Vehicles	55.39	
11/1/22	Little 9305	20200-400	Little Convenience		55.39
			Car Magnets,		
11/3/22	Amazon 9299	83700-100	Tablecloths	285.96	
11/3/22	Amazon 9299	20200-400	Amazon.com		285.96
11/7/22	Amazon 11/7/22	80030-100	Juvenile Easys	29.25	
11/7/22	Amazon 11/7/22	80025-100	Adult Fiction	19.98	
11/7/22	Amazon 11/7/22	80010-100	Y/S Non Fiction	9.90	
11/7/22	Amazon 11/7/22	80015-100	Young Adult-Fiction	9.99	
11/7/22	Amazon 11/7/22	20200-400	Amazon.com		69.12
11/7/22	Amazon 11/7/22R	80030-100	Juvenile Easys		-10.39
11/7/22	Amazon 11/7/22R	20200-400	Amazon.com	-10.39	
11/7/22	Amazon 9306	85110-100	Construction Paper	79.03	
11/7/22	Amazon 9306	20200-400	Amazon.com		79.03
11/8/22	Amazon 11/8/22R	80038-100	Juvenile Fiction		-8.66
11/8/22	Amazon 11/8/22R	20200-400	Amazon.com	-8.66	
11/9/22	Amazon 11/9/22.1	80038-100	Juvenile Fiction	20.80	
11/9/22	Amazon 11/9/22.1	80010-100	Y/S Non Fiction	85.40	
11/9/22	Amazon 11/9/22.1	80015-100	Young Adult-Fiction	19.98	
11/9/22	Amazon 11/9/22.1	20200-400	Amazon.com		126.18
11/9/22	Amazon 11/9/22.2	80010-100	Y/S Non Fiction	13.03	
11/9/22	Amazon 11/9/22.2	20200-400	Amazon.com		13.03
11/9/22	Amazon 11/9/22.3	80010-100	Y/S Non Fiction	17.58	



## Appomattox Reg Library System

Truist CK #2023-148E

12/8/22

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

<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
11/9/22	Amazon 11/9/22.3	20200-400	Amazon.com		17.58
11/9/22	Amazon 11/9/22.4	80030-100	Juvenile Easys	5.95	
11/9/22	Amazon 11/9/22.4	20200-400	Amazon.com		5.95
11/9/22	Amazon 11/9/22.5	80010-100	Y/S Non Fiction	13.04	
11/9/22	Amazon 11/9/22.5	20200-400	Amazon.com		13.04
11/9/22	Amazon 11/9/22R	80020-100	Adult Non-Fiction		-19.96
11/9/22	Amazon 11/9/22R	20200-400	Amazon.com	-19.96	
11/14/22	Read 11/14/22	80210-100	Adult Fiction - SO	53.67	
11/14/22	Read 11/14/22	20200-400	Reader Service		53.67
11/15/22	Amazon 11/15/22	80010-100	Y/S Non Fiction	13.99	
11/15/22	Amazon 11/15/22	20200-400	Amazon.com		13.99
11/17/22	Ancestry 9339	80500-100	Newspapers.com	29.95	
11/17/22	Ancestry 9339	20200-400	Ancestry.com		29.95
11/18/22	Amazon 9314	84810-100	Gloves	17.98	
11/18/22	Amazon 9314	83700-100	Masks	9.89	
11/18/22	Amazon 9314	20200-400	Amazon.com		27.87
11/21/22	Target 9342	81100-200	Humidifier	36.84	
11/21/22	Target 9342	20200-400	Target		36.84
11/22/22	Amazon 11/22/22.1	80010-100	Y/S Non Fiction	75.45	
11/22/22	Amazon 11/22/22.1	20200-400	Amazon.com		75.45
11/22/22	Amazon 11/22/22.2	80230-100	Y/S - SO	6.49	
11/22/22	Amazon 11/22/22.2	20200-400	Amazon.com		6.49
11/22/22	Amazon 9318	81100-200	Book Carts	589.78	
11/22/22	Amazon 9318	20200-400	Amazon.com		589.78
11/22/22	Read 11/22/22	80210-100	Adult Fiction - SO	42.60	
11/22/22	Read 11/22/22	20200-400	Reader Service		42.60
			All Access Membership		
11/26/22	Ancestry 9339.1	80500-100	- 6 mont	229.00	
11/26/22	Ancestry 9339.1	20200-400	Ancestry.com		229.00
	<b>Total</b>			<b>2,496.07</b>	<b>2,496.07</b>

Appomattox Reg Library System

Staples CK #2023-161E

12/21/22

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

<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
11/15/22	Staples 9311	83700-100	Calendars, Paper, Pens,		
			Toner	1,158.61	
11/15/22	Staples 9311	20200-300	Staples, Inc.		1,158.61
11/15/22	Staples 9312	84810-100	Trash Bags	194.97	
11/15/22	Staples 9312	20200-300	Staples, Inc.		194.97
11/18/22	Staples 9313	83700-100	Markers, Wite-Out	66.27	
11/18/22	Staples 9313	84810-100	Toilet Paper	116.97	
11/18/22	Staples 9313	20200-300	Staples, Inc.		183.24
12/2/22	Staples 9332	83700-100	Calendars/Planners	159.48	
12/2/22	Staples 9332	20200-300	Staples, Inc.		159.48
	<b>Total</b>			<b>1,696.30</b>	<b>1,696.30</b>



Smart Beginnings Report  
July 1, 2022 to December 31, 2022

<b>Date</b>	<b>Trans Description</b>	<b>Debit Amt</b>	<b>Credit Amt</b>	<b>Balance</b>
7/1/2022	<b>Beginning Balance</b>			<b>8,481.17</b>
7/28/2022	Payment from SB		8,481.17	
7/31/2022	July Salary & Benefits	6,041.03		
8/25/2022	Payment from SB		6,041.03	
8/31/2022	August Salary & Benefits	6,041.03		
9/22/2022	Payment from SB		6,041.03	
9/30/2022	September Salary & Benefits	6,041.03		
10/14/2022	Payment from SB		6,041.03	
10/31/2022	October Salary & Benefits	6,041.03		
11/22/2022	Payment from SB		6,041.03	
11/30/2022	November Salary & Benefits	6,041.03		
12/27/2022	Payment from SB		6,041.03	
12/31/2022	December Salary & Benefits	8,421.76		
12/31/2022	<b>Ending Balance</b>			<b>8,421.76</b>

Fine Free Status - VA Public Libraries				
Library	Information Last Updated / Shared?	Fine Free (x)	As of when?	Notes
Alexandria Library				
Aleghany Highlands Regional Library				
Amherst County Public Library	10.25.22	x (Approved Only)	Oct 2022	Implemented.
Appomattox Regional Library	8.4.21			
Arlington County Public Library	7.14.21	x	July 1, 2020	
Augusta County Library	8.4.21	x	2020	
Bedford Public Library System	9.1.22	x	Sept 1, 2022	Board just voted to make all materials except for new adult books and specialty items fine free as of September 1, 2022. Hope to eventually
Blackwater Regional Library	8.4.21	x (Juvenile Only)	July 1, 2019	
Bland County Public Library	6.30.22			
Blue Ridge Regional Library	8.4.21			
Bolehour County Library	2.3.22	x	March 1, 2019	We were fine free during the pandemic but went back to charging fines July 1, 2021.
Bristol Public Library	7.14.21	x	July 1, 2021	Fine Free for all ages July 1, 2021
Buchanan County Public Library	6.27.22			We increased our grace period and are working on automatic renewals. All Jue card fines are waived when patron turns 18.
Campbell County Public Library				
Caroline County Library	6.28.22			We waived fines while we were closed to the public, but that ended when we reopened.
Central Rappahannock Regional Library	12/19/2022	x	January 1, 2023	We have been fine free on all teen and juvenile materials since July 1, 2018. Now fine free on all materials.
Central Virginia Regional Library	8.4.21	x	March 2020	Fine-free since the pandemic. No plans to go back.
Charlotte County Library	2.17.22	x	January 1993	Fine free for 30 years
Chesapeake Public Library	7.14.21	x	March 2020	
Chesterfield County Public Library	7.14.21	x	Pandemic	Fine-free since the pandemic, no plans to go back, but no formal fine-free policy either.
Giffon Forge Public Library				
Colonial Heights Public Library				
Craig County Public Library				
Culpeper County Library	12.22.22	x	July 2019	Still charge \$1.00/day overdue for ILL's and WiFi units
Cumberland County Public Library	10.4.22	x	June 22, 2021	Fine-free for any materials returned late that are not needed to fulfill a hold or that are not damaged (or lost). Since we only purchase one copy of any item, we chose to maintain fines for materials returned late that have a hold request pending. We inform each patron when this event occurs and give them an opportunity to return the needed item before having to pay fines.
Eastern Shore Public Library	10.18.22	x	2020	ESPL does not charge overdue fines. We do still charge for lost or damaged items.
Essex Public Library	12.21.21	x	October 2021	
Fairfax County Public Library	2.18.22	x	Jan 1 2022	
Fauquier County Public Library				
Fluvanna County Public Library	6.30.22			We went fine free during pandemic but they have been reinstated. We also have a grace period and except donations of books, DVD, music CD, puzzles, or even food for the food pantry to waive fines.
Franklin County Public Library				
Galex-Carroll Regional Library	5.31.22	x		
Glooucester Library				
Halifax County-South Boston Library				
Hampton Public Library	6.28.22	x (juveniles)	June 1, 2022	Juvenile and teen borrower types do not accrue fines and previous fines were waived. All fines were suspended 2020-2021.
Hendley Regional Library	10.4.22	x (juveniles)	July 1, 2022	
Henrico County Public Library	6.30.22	x (youth items)	Youth items as of 3/20	all youth materials are fine free
Heritage Public Library	9.2.21			Fine free during the pandemic. Fines have since been reinstated.

Afterwards -- What data are you using to show how going "fine free" has been a positive move for your library?

We reported to our Cities the increase in new library cards as a result of going fine-free. Patron comments about being fine-free, and the increase in return of items that were out. We compiled circulation stats for this information.

Despite the fact that fine income had decreased for several years because of staff automatically renewing patrons' overdue items (and contacting them with new due dates by phone or email), we actually didn't care whether the move was positive for the library. We cared that it was the right thing to do for our patrons. Unless an item was returned damaged or was needed for a hold and was not returned after being notified that someone else wanted it, all fines are forgiven. Life happens. We decided not to penalize people for situations that may have been out of their control and, by going back and removing all overdue fines from accounts, hoped to encourage people who couldn't check out materials because of those fines to come back.



Highland County Public Library	8.4.21	x	March 19, 2020, pandemic	Library board adopted fine free policy permanently on 7.20.21	
Iris Brammer Public Library	9.23.22	x	September 1, 2022	All materials are fine free.	
J. Robert Jamerson Memorial Library	2.17.22	x	After 2015, before 2020	No fines for juvenile cards, everyone else paying them... no fines for all of FY21, but reinstated July of 2021	
Jefferson-Madison Regional Library	6.28.22				
Lancaster Community Library	9.27.21				
Lewis Egerton Snoop Memorial Library	2.17.22				
Lonesome Pine Regional Library	2.18.22				
Loudoun County Public Library	7.14.21	x	August 2019	Temporary fine free during early stage of pandemic.	
Lunenburg County Public Library System, Inc.					
Lynchburg Public Library	8.26.22	x	September 1, 2022	Fine free for all approved for September 2022, with the exception of adult new books and specialty items such as the telescope. Fine free for youth materials implemented July 2019. Fine free during the pandemic. Fines have been reinstated.	
Madison County Library, Inc.					
Manassas Park City Library	7.14.21	x	Since the library opened in 2020	All materials are fine free.	
Mary Riley Styles Public Library	6.30.22	x	July 1, 2020		
Massanutten Regional Library	7.14.21	x	November 2020		
Mathews Memorial Library	8.4.21	x	March 2020		
Mecklenburg County Public Library	12.21.21				
Meherrin Regional Library	7.28.22	x (Juvenile/YA only)	Juvenile/YA - July 13, 2022	Board approved fine free overdue juvenile and YA books. Items will continue to be charged to Lost per usual.	
Middlesex County Public Library	6.28.22	x	March 2020	Board approved permanent fine free April 2022. Working on when to mark items Lost right now.	
Montgomery-Floyd Regional Library	6.27.22	x	July 1, 2022	Completely fine free as of July 1, 2022. Started with kids and teens in 2018.	
Newport News Public Library System	10.5.22	x (Juvenile/YA only)			
Norfolk Public Library	7.14.21	x	July 1, 2021	Test period for fine-free from 7.1.21 - 6.30.22 -- to see how it works out	
Northumberland Public Library	8.9.21	x (partially)	June 2020	We still charge \$1.00 a day late fee for multimedia, DVDs and audiobooks, hope to drop that in the next year.	
Nottoway County Public Library		x (partially)	October 2021	No fines for children's materials	We have not publicized that the materials are fine free - it was difficult enough to get the board to agree - they worried that people would "take advantage" of it
Orange County Public Library	2.24.21	x (partially)	April 1, 2020	Juvenile and YA materials only. Fully Fine Free as of Jan. 1, 2023.	
Panmunkey Regional Library					
Pearnsburg Public Library	12/1/2022			We haven't charged fines since the pandemic, but we are not officially fine-free. Hoping to be!	
Petersburg Public Library					
Pittsylvania County Public Library	6.30.22			Fines suspended from March 2020 through November 2020 but then reinstated.	Would note that adding auto-renewal option in spring 2021 has decreased overdues and made patrons happy.
Poquoson Public Library					
Portsmouth Public Library					
Powhatan County Public Library					
Prince William Public Libraries	7.14.21	x	July 1, 2021		
Pulaski County Public Library System	2.17.22	x	March 1, 2022		
Radford Public Library		x			
Rappahannock County Library	10.4.22				
Richmond County Public Library	10.4.22	x	<2000	Fine free during the pandemic	
Richmond Public Library	7.14.21	x	January 2020	Fine free as long as item(s) returned. After 45 days, items marked "lost" and charged following published fee schedule for lost items.	
Roanoke County Public Library	7.14.21	x	March 2020 - Informally	Officially fine free as of July 1, 2022	
Roanoke Public Library	6.28.22	x	July 1, 2022	Still charge for lost or damaged items and ILL	
Rockbridge Regional Library	12.21.21	x	October 1, 2021		
Ruby B. Archie Public Library					
Russell County Public Library	2.17.22	x	July 1, 2021	Stopped charging 3/2020 due to pandemic and made it a permanent policy as of 7.1.21. If books returned after lost letters are sent, patron charged \$5 admin fee per book	
Salem Public Library	5.31.22	x	July 1, 2022		
Samuels Public Library					
Shenandoah County Library System					
Smyth County Public Library	12.21.21			SCPL was fine free from March 2020 through May 2021. Fines were reinstated June 1, 2021.	



