

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

September 20, 2023

Rohoic Library

1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

September 20, 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 – July 18, 2023
Statistical Report – dated September 20, 2023
Financial Report – dated September 20, 2023
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Proposed Revisions to Bylaws
- R2.** Summer Reading Program - 2023
- R3.** Staff Update
- R4.** State Aid
- R5.** Dinwiddie Library
- R6.** Hopewell Library
- R7.** Director's Summary of FY2023 Activities
- R8.** Annual Evaluation Process

Committee Reports:

New Business:

- Consideration of meeting schedule and revision of bylaws
- Committee assignments
- Personnel Committee – Library Director's annual evaluation

Unfinished Business:

Adjournment

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Minutes (Discussion/Informational Meeting), July 18, 2023

Call to Order: The regular meeting of the ARLS Board of Trustees was held on Tuesday, July 18, 2023, at the McKenny Library located at 20916 Old School Road, McKenney, VA 23872 with Chairperson Randi Hawkins in the chair and the acting secretary being present. Chairperson Hawkins called the meeting to order at 1:08 pm.

Trustees present: Randi Hawkins (D), Sandra Ruffin (D), Larry Pankey (H), Jean Hill-Atkins (PG)

Trustees absent: Amanda Binford (PG), Angela Bennett (PG), David Harless (H), Susan Eliades (H)

Staff present: Brian Manning, Briana Terry

Approval of Agenda: As there was not a quorum, approval of the agenda was tabled for the time being. Minutes of the June 21, 2023, meeting reviewed but not approved due to the lack of a quorum.

Items Discussed:

The Financial Report in our packet is a summary for budgetary discussion in our meetings. A more detailed version of the Financial Report is used by accountants and auditors to evaluate our financial condition. The report is used to compare the original budget to spending.

The Statistical Report discussion involved questions about:

Community Outreach reported activity and how measured by individuals involved.

Circulation, door counts, room usage since the pandemic. McKenney and Prince George counts are up and better since the pandemic. Dinwiddie and Hopewell counts are still down below pre-pandemic levels. Room counts show availability of rooms not available to us. Rooms available to us include two (2) at McKenney, two (2) at Prince George, and two (2) in Hopewell.

The Board received confirmation that all banking has been transferred to Truist Bank.

Communications - No recent communications from the public.

Personnel:

Shaniera Valentine, a candidate, is expected at our next meeting.

Two positions in Prince George and one in Hopewell are expected to be filled by our next meeting date.

Ms. Jean Hill-Atkins, our newest Trustee, was introduced to the Board. We look forward to working with her in her role on the Board.

Hopewell has two open Board positions with the resignation of Dave Harless and Susan Eliades' end of term.

The system is considering a US Passport Program service for our patrons to generate additional revenue.

The Library Night at the Ball Park on July 13th was a hit with all tickets being used.

Summer Reading Program numbers will be discussed in our next meeting.

Committee Reports - none. New committee assignments will be made by our chairperson.

The director's annual evaluation is upcoming in October.

New Business - none

Discussion about changing our bylaws to move our regular Board meetings from the 3rd Tuesday to the 3rd Wednesday of each month with certain exceptions. Exceptions to the proposed meeting schedule include no meeting in August and November and the December meeting on the 2nd Wednesday. An email outlining these proposed changes will be sent to Board members before our next meeting. Revised meeting date change will be discussed at our September meeting.

Adjournment – Chairperson Hawkins set the next meeting date for Wednesday, Sept 20, 2023, 1:00 pm. Meeting place will be decided and announced in an email. The meeting was adjourned by Chairperson Hawkins.

Appomattox Regional Library System

Revenue and Expenses

July 1, 2023 - June 30, 2024

fund#	Revenue 08/31/23	FY2024 Adopted	Receipts to		Monthly Receipts - 08/23	Total Receipts	Percentage Received	Balance Due
			Previous Month	Month				
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	\$702,423	\$175,606	\$0	\$175,606	\$175,606	25.0%	\$526,817
103	Dinwiddie	\$335,995	\$83,999	\$0	\$83,999	\$83,999	25.0%	\$251,996
104	Prince George	\$671,456	\$167,864	\$0	\$167,864	\$167,864	25.0%	\$503,592
105	State Funds	\$524,012	\$131,003	\$0	\$131,003	\$131,003	25.0%	\$393,009
106	Lost/Damaged/Fees	\$8,000	\$475	\$263	\$0	\$0	0.0%	\$8,000
107	Copying/Fax Receipts	\$25,000	\$2,251	\$2,623	\$4,874	\$4,874	19.5%	\$20,126
108	Endowment Funds	\$16,766	\$16,984	\$0	\$16,984	\$16,984	101.3%	(\$218)
109	E-Rate Refunds	\$16,000	\$13,383	\$0	\$13,383	\$13,383	83.6%	\$2,617
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	\$1,500	\$431	\$70	\$501	\$501	33.4%	\$999
	TOTALS	\$2,423,152	\$591,996	\$2,956	\$594,952	\$594,952	24.6%	\$1,828,200

Fund#	EXPENSES 08/31/2023	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/2023	TOTAL EXPENSES 08/31/23	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MLS Salaries & Wages	\$525,982	\$40,066	\$40,113	\$80,179	15.2%	\$445,802
201	Non-MLS Salary & Wages	\$701,778	\$50,113	\$49,568	\$99,681	14.2%	\$602,097
202	Benefits for Staff/Retirees	\$352,192	\$25,110	\$25,005	\$50,115	14.2%	\$302,077
	Total Personnel	\$1,579,952	\$115,288	\$114,687	\$229,975	14.6%	\$1,349,976
	Books & Materials						
300	Books	\$105,000	\$715	\$12,018	\$12,733	12.1%	\$92,267
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$2,263	\$3,464	\$5,727	19.1%	\$24,273
303	Print News & Periodicals	\$10,000	\$126	\$0	\$126	1.3%	\$9,874
304	Audiovisual Materials	\$25,000	\$79	\$2,259	\$2,338	9.4%	\$22,662
305	Electronic Materials	\$5,500	\$0	\$5,543	\$5,543	100.8%	(\$43)
306	Material Services Supplies	\$6,000	\$0	\$373	\$373	6.2%	\$5,627
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$7,200	\$0	\$7,200	28.8%	\$17,800
	Total Books & Materials	\$227,500	\$10,383	\$23,657	\$34,040	15.0%	\$193,460
	Capital Expenditures						
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$15,000	\$7,565	\$0	\$7,565	50.4%	\$7,435
401	Computer Hardware	\$70,000	\$0	\$0	\$0	0.0%	\$70,000
	Total Capital Expenditures	\$85,000	\$7,565	\$0	\$7,565	8.9%	\$77,435
	Contractual						
500	Lyrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
	Software & Web Based App.						
501	Licensing Contracts	\$60,000	\$21,379	\$4,416	\$25,795	43.0%	\$34,205
502	Audit	\$21,500	\$0	\$330	\$330	1.5%	\$21,170
503	Cataloging MARC Records	\$3,000	\$2,560	\$2,560	\$5,120	170.7%	(\$2,120)
505	Computer Support/Service Calls	\$70,000	\$6,799	\$7,032	\$13,831	19.8%	\$56,169

Fund#	EXPENSES 08/3012023	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/2023	TOTAL EXPENSES 08/31/23	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$40,000	\$2,738	\$4,627	\$7,365	18.4%	\$32,635
508	Printing and Publications	\$5,000	\$336	\$0	\$336	6.7%	\$4,664
	Total Contractual	\$202,600	\$33,811	\$18,966	\$52,777	26.0%	\$149,823
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$53	\$36	\$89	1.3%	\$6,911
601	TLC Maintenance Contract	\$16,500	\$0	\$0	\$0	0.0%	\$16,500
602	Facilities and Rent	\$76,650	\$6,300	\$6,300	\$12,600	16.4%	\$64,050
603	Supplies	\$20,000	\$349	\$5,096	\$5,444	27.2%	\$14,556
604	Travel / Workshops /Conf. Fees	\$5,000	\$606	\$394	\$1,000	20.0%	\$4,001
605	Training / Education	\$2,000	\$49	\$98	\$147	7.4%	\$1,853
606	Utilities	\$3,750	\$215	\$434	\$649	17.3%	\$3,101
607	Telephone (Voice)	\$13,600	\$966	\$1,063	\$2,029	14.9%	\$11,571
608	Insurance	\$12,750	\$0	\$65	\$65	0.5%	\$12,685
609	Vehicle Maintenance & Fuel	\$5,000	\$171	\$171	\$342	6.8%	\$4,658
610	Job & Contracting Advertising	\$2,500	\$0	\$0	\$0	0.0%	\$2,500
611	Promotional Advertising	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
612	Organization/Association Dues	\$3,500	\$180	(\$30)	\$150	4.3%	\$3,350
613	Postage	\$5,500	\$686	\$973	\$1,659	30.2%	\$3,841
614	Janitorial	\$94,000	\$8,126	\$7,853	\$15,980	17.0%	\$78,020
615	Other Building Maintenance	\$9,000	\$1,758	\$1,623	\$3,381	37.6%	\$5,619
	Total	\$278,750	\$19,459	\$24,076	\$43,535	15.6%	\$235,215
	Facilities/Maint./Operations						
	Programs/Activities/Other						
700	YS Summer Reading Program	\$7,000	\$425	\$0	\$425	6.1%	\$6,575
701	YS Programming & Supplies	\$4,500	\$496	\$425	\$921	20.5%	\$3,579
703	Adult Programming & Supplies	\$8,000	\$2,169	\$610	\$2,779	34.7%	\$5,221

Fund#	EXPENSES 08/31/2023	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/2023	TOTAL EXPENSES 08/31/23	PERCENTAGE SPENT	BALANCE
704	Local History Collection/Progs.	\$350	\$0	\$0	\$0	0.0%	\$350
705	Reserve	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
709	Misc. Professional Serv. & Other	\$9,500	\$518	\$3,618	\$4,136	43.5%	\$5,364
	Total Programs/Activ./Other	\$49,350	\$3,608	\$4,653	\$8,261	16.7%	\$41,089
	GRAND TOTALS	\$2,423,152	\$190,113	\$186,038	\$376,152	15.5%	\$2,047,000

Statistical Report
September 20, 2023

Statistical Report - FY2024
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by	
															Month	CHANGE FROM FY22
Burrowsville	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	350	329	400	618	496	532	4,361		
	FY24	406	452	0	0	0	0	0	0	0	0	0	0	858	85%	74%
Carson Depot	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	744	663	791	672	884	992	9,107		
	FY24	776	722	0	0	0	0	0	0	0	0	0	0	1,498	-16%	-8%
Dinwiddie	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	1,436	1,491	1,392	1,336	1,390	1,542	1,685	1,385	1,573	1,944	18,454		
	FY24	1,808	1,873	0	0	0	0	0	0	0	0	0	0	3,681	12%	12%
Disputanta	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	461	437	463	431	466	549	5,746		
	FY24	400	566	0	0	0	0	0	0	0	0	0	0	966	-15%	-13%
Hopewell	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	7,966	7,714	8,427	7,314	7,851	8,734	97,871		
	FY24	9,985	10,406	0	0	0	0	0	0	0	0	0	0	20,391	6%	7%

Statistical Report
September 20, 2023

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	Month	Change by	FY22
McKenney	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	1,009	971	1,343	918	1,085	1,095	12,806			
	FY24	1,123	1,353	0	0	0	0	0	0	0	0	0	0	2,476	9%		7%

Prince George	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	3,789	3,809	4,630	5,013	5,783	7,231	57,471			
	FY24	5,508	5,219	0	0	0	0	0	0	0	0	0	0	10,727	-14%		-7%

Rohoic	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	928	1,176	1,419	1,217	1,112	1,411	12,823			
	FY24	1,332	1,378	0	0	0	0	0	0	0	0	0	0	2,710	55%		43%

Econtent	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	1,967	1,833	2,062	2,169	2,281	1,893	23,433			
	FY24	2,283	2,358	0	0	0	0	0	0	0	0	0	0	4,641	7%		14%

ARLS Totals	FY19	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			
	FY20	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			
	FY21	17,646	18,908	17,498	17,667	15,463	15,748	16,556	16,526	19,235	18,742	18,885	19,860	212,734			
	FY22	21,596	23,681	20,001	18,983	17,216	16,782	18,697	18,639	21,508	19,988	21,687	24,430	243,208			
	FY23	23,621	24,327	0	0	0	0	0	0	0	0	0	0	47,948	3%		6%

Statistical Report
September 20 2023

PATRON VISITS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2024														
Burrowsville		163	25	0	0	0	0	0	0	0	0	0	0	188
Carson Depot		201	221	0	0	0	0	0	0	0	0	0	0	422
Dinwiddie		552	563	0	0	0	0	0	0	0	0	0	0	1,115
Disputanta		110	174	0	0	0	0	0	0	0	0	0	0	284
Hopewell		11,710	12,700	0	0	0	0	0	0	0	0	0	0	24,410
McKenney		369	361	0	0	0	0	0	0	0	0	0	0	730
Prince George		5,310	4,769	0	0	0	0	0	0	0	0	0	0	10,079
Rohoic		402	477	0	0	0	0	0	0	0	0	0	0	879
TOTAL		18,817	19,290	0	0	0	0	0	0	0	0	0	0	38,107
MISC TRANSACTIONS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings		130	132	0	0	0	0	0	0	0	0	0	0	262
Meeting Room Users		687	708	0	0	0	0	0	0	0	0	0	0	1,395
Book Group		5	17	0	0	0	0	0	0	0	0	0	0	22
Adult Program**		376	790	0	0	0	0	0	0	0	0	0	0	1,166
Non-SRP Child Program		0	0	0	0	0	0	0	0	0	0	0	0	0
Non-SRP Teen Program		0	0	0	0	0	0	0	0	0	0	0	0	0
Storytime		440	181	0	0	0	0	0	0	0	0	0	0	621
SRP Child		1,348	1,231	0	0	0	0	0	0	0	0	0	0	2,579
SRP Teen		95	112	0	0	0	0	0	0	0	0	0	0	207
Community Outreach		750	517	0	0	0	0	0	0	0	0	0	0	1,267
Notary Services		0	19	0	0	0	0	0	0	0	0	0	0	19
Database Usage		4,554	4,187	0	0	0	0	0	0	0	0	0	0	8,741
TOTALS		8,385	7,894	0	0	0	0	0	0	0	0	0	0	16,279

**Includes online programming

Children & Teens Finishing SRP 458
Adults Finishing SRP 313

Statistical Report
September 20, 2023

REFERENCE QUESTIONS - FY2024	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	46	40	0	0	0	0	0	0	0	0	0	0	86
Carson Depot	1	5	0	0	0	0	0	0	0	0	0	0	6
Dinwiddie	114	149	0	0	0	0	0	0	0	0	0	0	263
Disputanta	33	44	0	0	0	0	0	0	0	0	0	0	77
Hopewell	1,165	1,215	0	0	0	0	0	0	0	0	0	0	2,380
McKenney	153	139	0	0	0	0	0	0	0	0	0	0	292
Prince George	869	787	0	0	0	0	0	0	0	0	0	0	1,656
Rohoic	141	183	0	0	0	0	0	0	0	0	0	0	324
TOTALS	2,522	2,562	0	0	0	0	0	0	0	0	0	0	5,084
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	3	0	0	0	0	0	0	0	0	0	0	0	3
WIFI	12	6	0	0	0	0	0	0	0	0	0	0	18
Carson Depot Workstation	42	0	0	0	0	0	0	0	0	0	0	0	42
WIFI	17	23	0	0	0	0	0	0	0	0	0	0	40
Dinwiddie Workstation	51	0	0	0	0	0	0	0	0	0	0	0	51
WIFI	50	65	0	0	0	0	0	0	0	0	0	0	115
Disputanta Workstation	18	0	0	0	0	0	0	0	0	0	0	0	18
WIFI	66	54	0	0	0	0	0	0	0	0	0	0	120
Hopewell Workstation	1,296	0	0	0	0	0	0	0	0	0	0	0	1,296
WIFI	683	751	0	0	0	0	0	0	0	0	0	0	1,434
McKenney Workstation	33	0	0	0	0	0	0	0	0	0	0	0	33
WIFI	69	58	0	0	0	0	0	0	0	0	0	0	127
Prince George Workstation	359	0	0	0	0	0	0	0	0	0	0	0	359
WIFI	219	207	0	0	0	0	0	0	0	0	0	0	426
Rohoic Workstation	24	0	0	0	0	0	0	0	0	0	0	0	24
WIFI	27	44	0	0	0	0	0	0	0	0	0	0	71
TOTALS	2,969	1,208	0	0	0	0	0	0	0	0	0	0	4,177

Scanner Usage 780 1,275 0 0 0 0 0 0 0 0 0 0 0 2,055

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/13/23	200764	21000-100	Federal Taxes Withheld	3,289.71	
			Social Security Taxes		
7/13/23	200764	22000-100	Withheld	2,942.21	
7/13/23	200764	22000-100	SB Social Security	134.27	
7/13/23	200764	22000-100	ARLS Social Security	2,807.94	
7/13/23	200764	23000-100	Medicare Taxes Withheld	688.08	
7/13/23	200764	23000-100	SB Medicare Taxes	31.40	
7/13/23	200764	23000-100	ARLS Medicare	656.68	
			Electronic Federal Tax		
7/13/23	200764	10006-100	Payment		10,550.29
7/27/23	200765	21000-100	Federal Taxes Withheld	3,231.24	
			Social Security Taxes		
7/27/23	200765	22000-100	Withheld	2,832.56	
7/27/23	200765	22000-100	SB Social Security	134.27	
7/27/23	200765	22000-100	ARLS Social Security	2,698.29	
7/27/23	200765	23000-100	Medicare Taxes Withheld	662.45	
7/27/23	200765	23000-100	SB Medicare Taxes	31.40	
7/27/23	200765	23000-100	ARLS Medicare	631.05	
			Electronic Federal Tax		
7/27/23	200765	10006-100	Payment		10,221.26
7/11/23	2013-881	70540-600	SB Life Insurance	64.21	
7/11/23	2013-881	70540-600	SB VRS Retirement	185.92	
7/11/23	2013-881	27000-200	VRS Withheld	3,081.92	
7/11/23	2013-881	70460-100	ARLS VRS Insurance	864.37	
7/11/23	2013-881	70460-100	ARLS VRS Retirement	1,906.48	
7/11/23	2013-881	10006-100	Treasurer of Virginia		6,102.90
7/13/23	2013-882	27000-300	EZ Link Withheld	202.03	
7/13/23	2013-882	70460-100	EZ Link Retirement	491.63	
7/13/23	2013-882	10006-100	Treasurer of Virginia		693.66
7/13/23	2013-883	27000-400	EZ Link Voluntary	432.86	
7/13/23	2013-883	10006-100	Treasurer of Virginia		432.86
7/27/23	2013-884	27000-300	EZ Link Withheld	202.03	
7/27/23	2013-884	70460-100	EZ Link Retirement	491.63	
7/27/23	2013-884	10006-100	Treasurer of Virginia		693.66
7/27/23	2013-885	27000-400	EZ Link Voluntary	432.86	
7/27/23	2013-885	10006-100	Treasurer of Virginia		432.86
			#8299 60 021 0013348		
7/6/23	2024-01	84100-440	Telephone - McKenney	94.85	
			#8299 60 021 0013348		
7/6/23	2024-01	82600-440	Internet - McKenney	401.88	
7/6/23	2024-01	10006-100	Comcast Communications		496.73
			#8299 60 019 0107136		
7/6/23	2024-02	84100-430	Telephone - Disputanta	62.90	
			#8299 60 019 0107136		
7/6/23	2024-02	82600-430	Internet - Disputanta	283.28	

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7/6/23	2024-02	10006-100	Comcast Communications		346.18
7/6/23	2024-03	84000-410	Utilities - Carson	155.52	
7/6/23	2024-03	10006-100	Dominion Energy Virginia		155.52
7/6/23	2024-04	82450-100	Monthly Billing for July	2,321.72	
7/6/23	2024-04	82450-100	Managed Workstations	3,839.04	
7/6/23	2024-04	82450-100	Cloud Storage	20.88	
7/6/23	2024-04	82450-100	Internet	80.00	
7/6/23	2024-04	10006-100	E-N Computers, Inc.		6,261.64
7/6/23	2024-05	84700-100	Leasing - July to Oct 2023 Pitney Bowes Global	354.15	
7/6/23	2024-05	10006-100	Financial Services		354.15
7/6/23	2024-06	20200-200	Sam's 7/8/23	486.60	
7/6/23	2024-06	10006-100	Sam's Club Direct		486.60
7/6/23	2024-07	20200-400	Truist 7/22/23	7,681.55	
7/6/23	2024-07	10006-100	Truist		7,681.55
7/6/23	2024-08	84100-480	Telephone - Burrowsville	16.07	
7/6/23	2024-08	10006-100	Verizon		16.07
7/6/23	2024-09	82070-100	Down Payment for Website Development	1,500.00	
7/6/23	2024-09	10006-100	Yobo, Inc.		1,500.00
7/10/23	2024-10E	10007-100	Gross MLS	15,229.69	
7/10/23	2024-10E	10007-100	Gross Non MLS	9,196.78	
7/10/23	2024-10E	10007-100	Gross Hourly	12,907.55	
7/10/23	2024-10E	10007-100	Gross Smart Beginnings	1,752.95	
7/10/23	2024-10E	10006-100	ARLS-Payroll		39,086.97
7/20/23	2024-11E	85800-100	Background Verifications - O. Hudson	41.00	
7/20/23	2024-11E	10006-100	Active Screening		41.00
7/20/23	2024-12E	70470-100	Retirees Health Insurance Anthem BlueCross	422.00	
7/20/23	2024-12E	10006-100	BlueShield		422.00
7/20/23	2024-13E	82600-200	#8299 60 017 0199525 Internet - HQ	317.26	
7/20/23	2024-13E	10006-100	Comcast Communications		317.26
7/20/23	2024-14E	84100-420	#8299 60 020 0108397 Telephone - Dinwiddie	64.40	
7/20/23	2024-14E	82600-200	#8299 60 020 0108397 Internet - Dinwiddie	300.13	
7/20/23	2024-14E	10006-100	Comcast Communications		364.53
7/20/23	2024-15E	84100-460	#8299 60 020 0107829 Telephone - Rohoic	64.40	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			#8299 60 020 0107829		
7/20/23	2024-15E	82600-460	Internet - Rohoic	300.13	
7/20/23	2024-15E	10006-100	Comcast Communications		364.53
			#8299 60 019 0106328		
7/20/23	2024-16E	84100-450	Telephone - PG	154.80	
			#8299 60 019 0106328		
7/20/23	2024-16E	82600-450	Internet - PG	411.06	
7/20/23	2024-16E	10006-100	Comcast Communications		565.86
			#8299 60 017 0205967		
7/20/23	2024-17E	84100-200	Telephone - HQ2	385.35	
			#8299 60 017 0205967		
7/20/23	2024-17E	82600-200	Internet - HQ2	486.15	
7/20/23	2024-17E	10006-100	Comcast Communications		871.50
7/20/23	2024-18E	80600-100	Mystery Labels	78.90	
7/20/23	2024-18E	10006-100	DEMCO, Inc.		78.90
7/20/23	2024-19E	84000-200	Utilities - HQ	19.73	
7/20/23	2024-19E	84000-410	Utilities - Carson	19.73	
7/20/23	2024-19E	84000-480	Utilities - Burrowsville	19.72	
7/20/23	2024-19E	10006-100	Diamond Springs		59.18
7/20/23	2024-20E	81000-300	Future Content Purchases	5,400.00	
			Maintenance Fee - 7/23 to		
7/20/23	2024-20E	81000-300	6/24	1,800.00	
7/20/23	2024-20E	10006-100	OverDrive, Inc.		7,200.00
7/20/23	2024-21E	20200-300	Staples 8/7/23	1,133.31	
7/20/23	2024-21E	10006-100	Staples Credit Plan		1,133.31
7/20/23	2024-22E	82070-100	Westlaw Proflex - June	508.74	
7/20/23	2024-22E	10006-100	Thomson Reuters - West		508.74
7/20/23	2024-23E	82600-200	Mobile Internet	18.64	
7/20/23	2024-23E	10006-100	T-Mobile		18.64
7/20/23	2024-24E	70550-600	FC Health Insurance	975.00	
7/20/23	2024-24E	70470-100	ARLS Health Insurance	14,441.24	
7/20/23	2024-24E	25000-100	Health Insurance Withheld	1,913.76	
			Anthem BlueCross		
7/20/23	2024-24E	10006-100	BlueShield		17,330.00
7/24/23	2024-25E	10007-100	Gross MLS	15,352.17	
7/24/23	2024-25E	10007-100	Gross Non MLS	7,478.35	
7/24/23	2024-25E	10007-100	Gross Hourly	12,928.73	
7/24/23	2024-25E	10007-100	Gross Smart Beginnings	1,752.95	
7/24/23	2024-25E	10006-100	ARLS-Payroll		37,512.20
7/25/23	2024-26E	85850-100	Monthly Shredding- June	74.97	
7/25/23	2024-26E	10006-100	Shred-It USA LLC		74.97
			DVD Refund - Goonies,		
7/31/23	40436V	85800-100	The 5th Wave		-33.98

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/31/23	40436V	10006-100	Tamka Mountjoy	-33.98	
			Travel - PG - 11/26 and		
7/20/23	40855V	83810-450	11/29/18		-19.80
7/20/23	40855V	10006-100	Ginger Mauler	-19.80	
7/20/23	42287V	83700-100	U-Haul Boxes		-43.70
7/20/23	42287V	10006-100	Megan Ranes	-43.70	
7/20/23	43307V	83810-450	Travel - PG - 8/2/22		-11.62
7/20/23	43307V	10006-100	Ginger Mauler	-11.62	
7/20/23	43309V	85210-100	Ice Cream Social		-24.00
7/20/23	43309V	10006-100	Megan Ranes	-24.00	
			Batteries, Ribbon, Soap,		
7/20/23	43488V	85110-100	Cloths, Bags, Paint		-69.70
7/20/23	43488V	10006-100	Deborah Wright	-69.70	
7/6/23	43713	80460-100	Invoice: 2105675	18.95	
7/6/23	43713	10006-100	Blackstone Publishing		18.95
7/6/23	43714	80020-100	Invoice: 5018413615	48.16	
7/6/23	43714	80200-100	Invoice: 5018413616	110.85	
7/6/23	43714	10006-100	Baker & Taylor		159.01
7/6/23	43715	80260-100	Invoice: 81424629	75.72	
7/6/23	43715	80260-100	Invoice: 81425178	61.47	
7/6/23	43715	80260-100	Invoice: 81433156	47.98	
7/6/23	43715	80260-100	Invoice: 81456359	48.00	
7/6/23	43715	10006-100	Cengage Learning Inc/Gale		233.17
7/6/23	43716	80230-100	Invoice: 62941350	11.96	
7/6/23	43716	80230-100	Invoice: 62941346	11.69	
7/6/23	43716	80230-100	Invoice: 60245609	166.94	
7/6/23	43716	80200-100	Invoice: 62941349	59.36	
7/6/23	43716	80210-100	Invoice: 60245610	281.51	
7/6/23	43716	80210-100	Invoice: 62941345	43.18	
7/6/23	43716	80210-100	Invoice: 62941344	33.53	
7/6/23	43716	80210-100	Invoice: 62941347	31.90	
7/6/23	43716	80025-100	Invoice: 62941348	29.78	
7/6/23	43716	10006-100	Ingram Library Services		669.85
7/6/23	43717	80410-100	Invoice: 503993185	28.72	
7/6/23	43717	80440-100	Invoice: 503993184	15.08	
7/6/23	43717	80440-100	Invoice: 503962357	63.08	
7/6/23	43717	10006-100	Midwest Tape		106.88
			Social Media Subscription		
7/6/23	43718	82070-100	7/23 to 6/24	4,188.00	
7/6/23	43718	10006-100	ArchiveSocial		4,188.00
7/6/23	43719	84900-410	Repair Work - Carson	625.00	
7/6/23	43719	10006-100	Darren Butcher		625.00
			Copier - Maintenance -		
7/6/23	43720	82900-200	Base Charge	16.58	
			Canon Financial Services,		
7/6/23	43720	10006-100	Inc.		16.58

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/6/23	43721	83810-450	Travel - PG 4/4/23, 6/5/23	43.83	
7/6/23	43721	83810-450	Travel - PG 6/27/23	10.91	
7/6/23	43721	10006-100	Ginger Mauler		54.74
			Travel - McKenney		
7/6/23	43722	83810-440	6/21/23, 6/23/23	48.88	
7/6/23	43722	10006-100	Cassandra Bland		48.88
7/6/23	43723	83810-440	Travel - McKenney 6/23/23	40.40	
7/6/23	43723	10006-100	Lori Booth		40.40
7/6/23	43724	83810-420	Travel - Dinwiddie 6/20/23	51.11	
7/6/23	43724	83810-420	Travel - Dinwiddie 5/30/23	51.11	
			Travel - Dinwiddie 6/2/23,		
7/6/23	43724	83810-420	6/3/23	74.64	
7/6/23	43724	10006-100	Shelly Curtis		176.86
7/6/23	43725	84100-410	Telephone - Carson	123.64	
			Granite		
7/6/23	43725	10006-100	Telecommunications		123.64
			Chair Yoga - 6/28/23,		
7/6/23	43726	85200-100	7/5/23	80.00	
7/6/23	43726	10006-100	Lauren Hannon		80.00
			Grounds Maintenance		
7/6/23	43727	84900-410	(Grass, Weeds, Shrubs)	1,018.75	
			Heaton's Lawn		
7/6/23	43727	10006-100	Maintenance, LLC		1,018.75
			Yoga - PG 6/5, 6/12,		
7/6/23	43728	85200-100	6/26/23	120.00	
7/6/23	43728	10006-100	Sharon Jadrnak		120.00
7/6/23	43729	82700-100	June-August Explore	195.00	
7/6/23	43729	10006-100	Johnson Printing Service		195.00
			LibraryIQ Billing 7/1/23 to		
7/6/23	43730	82070-100	6/30/24	9,000.00	
7/6/23	43730	10006-100	Library Systems Services		9,000.00
7/6/23	43731	84800-200	Janitorial - HQ	4,382.69	
7/6/23	43731	84800-410	Janitorial - Carson	220.00	
7/6/23	43731	84800-420	Janitorial - Dinwiddie	350.00	
7/6/23	43731	84800-430	Janitorial - Disputanta	256.00	
7/6/23	43731	84800-440	Janitorial - McKenney	250.00	
7/6/23	43731	84800-450	Janitorial - PG	1,485.58	
7/6/23	43731	84800-460	Janitorial - Rohoic	220.00	
7/6/23	43731	84800-480	Janitorial - Burrowsville	195.00	
7/6/23	43731	10006-100	MCS Services, Inc.		7,359.27
7/6/23	43732	84900-450	Monitoring of Alarms - PG	59.00	
7/6/23	43732	84900-200	Monitoring of Alarms - HQ	55.00	

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7/6/23	43732	10006-100	Petersburg Alarm Company, Inc.		114.00
7/6/23	43733	82470-100	Single FEIG Antenna & Reader w/Cables	207.00	
7/6/23	43733	81210-100	Single Feig ABS Antenna Hardware Renewal	330.00	
7/6/23	43733	10006-100	Tech Logic		537.00
7/6/23	43734	82040-100	CircIT Software Renewal 8/1/23 - 7/31/23	1,848.00	
7/6/23	43734	82040-100	CircIT Staff Station Renewal	1,275.00	
7/6/23	43734	82040-100	CircIT Software Renewal	2,592.00	
7/6/23	43734	10006-100	Tech Logic		5,715.00
7/6/23	43735	85200-100	See You at the Beach Program 7/1/23	165.00	
7/6/23	43735	10006-100	Creative Friends Art Center		165.00
7/20/23	43736	80200-100	Invoice: 5018435859	30.97	
7/20/23	43736	10006-100	Baker & Taylor		30.97
7/20/23	43737	80260-100	Invoice: 81547010	95.21	
7/20/23	43737	80260-100	Invoice: 81546704	75.72	
7/20/23	43737	80260-100	Invoice: 81547769	54.73	
7/20/23	43737	80260-100	Invoice: 81554791	161.94	
7/20/23	43737	10006-100	Cengage Learning Inc/Gale		387.60
7/20/23	43738	80260-100	Invoice: 60247223	199.95	
7/20/23	43738	80230-100	Invoice: 60247222	58.17	
7/20/23	43738	80210-100	Invoice: 62942482	33.31	
7/20/23	43738	80210-100	Invoice: 62942479	69.30	
7/20/23	43738	80210-100	Invoice: 62942478	22.40	
7/20/23	43738	80200-100	Invoice: 62942481	51.12	
7/20/23	43738	80025-100	Invoice: 62942480	16.09	
7/20/23	43738	80230-100	Invoice: 62942483	5.98	
7/20/23	43738	80200-100	Invoice: 62945066	23.98	
7/20/23	43738	80230-100	Invoice: 67622496	7.18	
7/20/23	43738	80025-100	Invoice: 67622494	16.61	
7/20/23	43738	80230-100	Invoice: 67622495	41.88	
7/20/23	43738	80025-100	Invoice: 62945065	23.37	
7/20/23	43738	80210-100	Invoice: 62945064	83.74	
7/20/23	43738	80210-100	Invoice: 62945062	14.16	
7/20/23	43738	80230-100	Invoice: 62945063	56.17	
7/20/23	43738	80010-100	Invoice: 67624301	186.69	
7/20/23	43738	10006-100	Ingram Library Services		910.10
7/20/23	43739	83500-460	Rent - Rohoic Library	300.00	
7/20/23	43739	83500-440	Rent - McKenney Library	300.00	
7/20/23	43739	83500-420	Rent - Dinwiddie Library	300.00	
7/20/23	43739	10006-100	County of Dinwiddie		900.00

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7/20/23	43740	83500-450	Rent - PG Library	1,200.00	
7/20/23	43740	83500-430	Rent - Disputanta Library	150.00	
7/20/23	43740	83500-480	Rent - Burrowsville Library	300.00	
7/20/23	43740	10006-100	County of Prince George Reissue Ck from 12/21/22 -		1,650.00
7/20/23	43741	85110-100	YS Supplies	69.70	
7/20/23	43741	10006-100	Deborah Wright		69.70
7/20/23	43742	83810-450	Reissue - Travel - PG 11/26/18, 11/29/18, 8/2/22	31.42	
7/20/23	43742	10006-100	Ginger Mauler		31.42
7/20/23	43743	83700-100	Reissue - U-Haul Boxes	43.70	
7/20/23	43743	85210-100	Reissue - Adult Supplies - Ice Cream Social	24.00	
7/20/23	43743	10006-100	Megan Ranes		67.70
7/20/23	43744	85110-100	Snacks, Ice, Bins, Pan	167.42	
7/20/23	43744	85110-100	Glue	23.98	
7/20/23	43744	10006-100	Sarah Finch		191.40
7/20/23	43745	84300-100	Inv #9367 Fuel - All Vehicles	170.96	
7/20/23	43745	83500-200	Rent - Hopewell Library	3,750.00	
7/20/23	43745	10006-100	Hopewell City Treasurer		3,920.96
7/20/23	43746	85210-100	Tote Bags for 2024	1,427.00	
7/20/23	43746	10006-100	JanWay Company USA, Inc.		1,427.00
7/20/23	43747	82700-100	Trustee Brochures	141.00	
7/20/23	43747	10006-100	Johnson Printing Service		141.00
7/20/23	43748	85000-100	Fire and Ice 8/1/23	425.00	
7/20/23	43748	10006-100	Mad Science of Central Virginia		425.00
7/20/23	43749	84600-100	Membership Dues FY24	150.00	
7/20/23	43749	10006-100	MALiA		150.00
7/20/23	43750	82210-100	ILL Subscription FY24	2,559.80	
7/20/23	43750	10006-100	OCLC, Inc.		2,559.80
7/20/23	43751	82600-480	Internet - Burrowsville	219.00	
7/20/23	43751	10006-100	RuralBand		219.00
7/20/23	43752	84700-450	PO Box 460 Renewal to 7/31/24	332.00	
7/20/23	43752	10006-100	US Postal Service		332.00
7/20/23	43753	70470-100	PCORI - Form 720 - 2nd Qtr 2023	53.01	
7/20/23	43753	10006-100	United States Treasury		53.01
7/20/23	43754	83800-100	VLA Conference Registration - B.Manning	285.00	
7/20/23	43754	10006-100	Virginia Library Association		285.00
7/20/23	43755	81100-100	Allworx Phones	6,907.00	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Jul 1, 2023 to Jul 31, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/20/23	43755	10006-100	Connect IT		6,907.00
			Chair Yoga - 7/12/23 and		
7/20/23	43756	85200-100	7/19/23	80.00	
7/20/23	43756	10006-100	Lauren Hannon		80.00
			Maintenance Copier -		
7/25/23	43757	82900-200	Usage Charge	36.81	
			Canon Financial Services,		
7/25/23	43757	10006-100	Inc.		36.81
	Total			203,714.17	203,714.17

Appomattox Reg Library System

Truist CK #2024-07

7/6/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/26/23	Amazon 5/26/23	80020-100	Adult Non-Fiction	65.97	
5/26/23	Amazon 5/26/23	20200-400	Amazon.com		65.97
5/26/23	Ancestry 9579.1	80500-100	Membership 5/23 to	229.00	
5/26/23	Ancestry 9579.1	20200-400	11/23		229.00
5/26/23	Ancestry 9579.1	20200-400	Ancestry.com		229.00
5/26/23	Read 5/25/23	80210-100	Adult Fiction - SO	42.60	
5/26/23	Read 5/25/23	20200-400	Reader Service		42.60
5/26/23	Read 5/25/23.2	80210-100	Adult Fiction - SO	27.36	
5/26/23	Read 5/25/23.2	20200-400	Reader Service		27.36
5/27/23	Amazon 5/27/23	80020-100	Adult Non-Fiction	109.74	
5/27/23	Amazon 5/27/23	20200-400	Amazon.com		109.74
5/31/23	Google 5/31/23	82020-100	Google E-Mail	390.00	
5/31/23	Google 5/31/23	20200-400	Google		390.00
6/1/23	Amazon 9581	85110-100	Candy, iPad Cases	74.06	
6/1/23	Amazon 9581	20200-400	Amazon.com		74.06
6/2/23	Joannes 9593	85210-100	Yarn	324.06	
6/2/23	Joannes 9593	20200-400	Joanne's		324.06
6/7/23	Amazon 6/7/23	80405-100	DVD's	18.57	
6/7/23	Amazon 6/7/23	20200-400	Amazon.com		18.57
6/7/23	Gray's 9591	85800-100	Misc Prof Serv. and		
6/7/23	Gray's 9591	20200-400	Other	1,020.00	
6/7/23	Gray's 9591	20200-400	Gray's Kitchen LLC		1,020.00
6/8/23	Amazon 9590	83700-100	Tablecloths	94.99	
6/8/23	Amazon 9590	20200-400	Amazon.com		94.99
6/8/23	Michaels 9593	85210-100	Yarn	636.07	
6/8/23	Michaels 9593	20200-400	Michael's		636.07
6/8/23	Orderswag 9592R	85010-100	Refund - Sunglasses		-390.39
6/8/23	Orderswag 9592R	20200-400	orderswag.com	-390.39	
6/9/23	Amazon 6/9/23.1	80460-100	Books on CD	14.97	
6/9/23	Amazon 6/9/23.1	20200-400	Amazon.com		14.97
6/9/23	Amazon 6/9/23.2	80405-100	DVD's	22.27	
6/9/23	Amazon 6/9/23.2	20200-400	Amazon.com		22.27
6/9/23	Amazon 9588	83700-100	VGA Cable	11.95	
6/9/23	Amazon 9588	20200-400	Amazon.com		11.95
6/12/23	Amazon 6/12/23.1	80010-100	Y/S Non Fiction	28.50	
6/12/23	Amazon 6/12/23.1	20200-400	Amazon.com		28.50
6/12/23	Amazon 6/12/23.2	80405-100	DVD's	24.96	
6/12/23	Amazon 6/12/23.2	20200-400	Amazon.com		24.96
6/12/23	Amazon 9586	81100-100	Monitors	719.92	
6/12/23	Amazon 9586	20200-400	Amazon.com		719.92
6/12/23	Orderswag 9592	85010-100	Sunglasses - SRP	390.39	
6/12/23	Orderswag 9592	20200-400	orderswag.com		390.39
6/12/23	Server 9585	83700-200	Refurbished Power		
6/12/23	Server 9585	83700-200	Supply	51.60	
6/12/23	Server 9585	20200-400	Server Supply		51.60
6/13/23		82000-100	Software Licenses	29.99	
6/13/23		20200-400	Adobe Indesign		29.99
6/13/23	Server 9585R	83700-200	Refund Sales Tax		-2.60

Appomattox Reg Library System

Truist CK #2024-07

7/6/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/13/23	Server 9585R	20200-400	Server Supply	-2.60	
6/15/23	Amazon 6/15/23	80020-100	Adult Non-Fiction	24.00	
6/15/23	Amazon 6/15/23	80405-100	DVD's	59.97	
6/15/23	Amazon 6/15/23	20200-400	Amazon.com		83.97
6/16/23	Amazon 6/16/23	80230-100	Y/S - SO	4.99	
6/16/23	Amazon 6/16/23	20200-400	Amazon.com		4.99
			Final Payment - Staff		
6/16/23	Grays 9606	85800-100	Dinner	680.00	
6/16/23	Grays 9606	20200-400	Gray's Kitchen LLC		680.00
6/16/23	Rotary 9632	85800-100	Rotary Event	35.00	
6/16/23	Rotary 9632	20200-400	Rotary		35.00
6/17/23	Amazon 6/17/23.1	80030-100	Juvenile Easys	25.22	
6/17/23	Amazon 6/17/23.1	80015-100	Young Adult-Fiction	30.78	
6/17/23	Amazon 6/17/23.1	20200-400	Amazon.com		56.00
6/17/23	Amazon 6/17/23.2	80030-100	Juvenile Easys	28.00	
6/17/23	Amazon 6/17/23.2	20200-400	Amazon.com		28.00
6/17/23	Amazon 6/17/23.3	80405-100	DVD's	9.36	
6/17/23	Amazon 6/17/23.3	20200-400	Amazon.com		9.36
6/19/23	Amazon 6/19/23	80025-100	Adult Fiction	19.06	
6/19/23	Amazon 6/19/23	20200-400	Amazon.com		19.06
6/20/23	4imprint 9615	85010-100	Sunglasses- SRP	457.90	
6/20/23	4imprint 9615	20200-400	4imprint.com		457.90
6/20/23	Amazon 6/20/23	80010-100	Y/S Non Fiction	58.38	
6/20/23	Amazon 6/20/23	20200-400	Amazon.com		58.38
			Supplies - Youth		
6/20/23	Amazon 9614	85110-100	Services	828.89	
6/20/23	Amazon 9614	20200-400	Amazon.com		828.89
6/20/23	Amazon 9616	81100-100	Touch Monitor	238.99	
6/20/23	Amazon 9616	20200-400	Amazon.com		238.99
			Supplies for Staff		
6/20/23	Dollar 9611	83700-100	Dinner	42.12	
6/20/23	Dollar 9611	20200-400	Dollar Tree		42.12
6/20/23	Michaels 9610	83700-100	Iron On, Foil Cards	14.72	
6/20/23	Michaels 9610	20200-400	Michael's		14.72
			Gift Cards - Staff		
6/20/23	Staples 9609	85800-100	Appreciatio	150.00	
6/20/23	Staples 9609	20200-400	Staples, Inc.		150.00
6/21/23	Blick 9623	85210-100	Brushes, Paint, Canvas	170.09	
6/21/23	Blick 9623	20200-400	Blick Art Materials		170.09
			Cake,Cupcakes		
6/21/23	Publix 9621	85210-100	Retirement Party	77.92	
6/21/23	Publix 9621	20200-400	Publix		77.92
			Subs/Wraps -		
6/21/23	Publix 9622	85210-100	Retirement Party	100.88	
6/21/23	Publix 9622	20200-400	Publix		100.88
			Supplies for Staff		
6/21/23	Target 9612	83700-100	Dinner	17.90	

Appomattox Reg Library System

Truist CK #2024-07

7/6/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/21/23	Target 9612	20200-400	Target		17.90
6/22/23	Amazon 6/22/23	80405-100	DVD's	99.80	
6/22/23	Amazon 6/22/23	20200-400	Amazon.com		99.80
6/22/23	Kroger 9620	85210-100	Food and Supplies	42.59	
6/22/23	Kroger 9620	20200-400			42.59
6/22/23	Randolph 9618	85800-100	Cake - Board Meeting	6.05	
6/22/23	Randolph 9618	20200-400	Randolph Market		6.05
6/22/23	Read 6/22/23	80210-100	Adult Fiction - SO	123.64	
6/22/23	Read 6/22/23	20200-400	Reader Service		123.64
6/22/23	Saucy's 9619	85800-100	Lunch for Board Mtg	94.84	
6/22/23	Saucy's 9619	20200-400	Saucy's		94.84
6/24/23	Sage 6/24/23	82000-100	Software Licenses	306.48	
6/24/23	Sage 6/24/23	20200-400	Sage Software SB, Inc.		306.48
	Total			<u>7,681.55</u>	<u>7,681.55</u>

Appomattox Reg Library System

Sams 7/6/23

Staples 7/20/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/1/23	Sams 9577	84810-100	TP, Soap, Lysol, PT Supplies - Staff Vending	226.76	
6/1/23	Sams 9577	83710-100	Mach	59.86	
6/1/23	Sams 9577	20200-200	Sam's Club Direct		286.62
6/1/23	Sams 9580	81100-200	Refrigerator - HQ	199.98	
6/1/23	Sams 9580	20200-200	Sam's Club Direct		199.98
	Total	CK #2024-06E		<u>486.60</u>	<u>486.60</u>

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/12/23	Staples 9589	81100-200	Label Printer	222.39	
6/12/23	Staples 9589	83700-200	Labels	86.07	
6/12/23	Staples 9589	20200-300	Staples, Inc.		308.46
6/14/23	Staples 9605	81100-200	Pencil Sharpner	37.29	
6/14/23	Staples 9605	84810-100	Windex	52.79	
6/14/23	Staples 9605	20200-300	Staples, Inc.		90.08
6/29/23	Staples 9629	83700-100	Paper, Tape, Ink, Folders	197.48	
6/29/23	Staples 9629	84810-100	Toilet Paper	58.98	
6/29/23	Staples 9629	20200-300	Staples, Inc.		256.46
7/3/23	Staples 9631	84810-100	Trash Bags	328.95	
7/3/23	Staples 9631	20200-300	Staples, Inc.		328.95
			Sponges, Bleach, Rags,		
7/6/23	Staples 9643	84810-100	Cleaner	108.06	
7/6/23	Staples 9643	83700-200	HP Ink	41.30	
7/6/23	Staples 9643	20200-300	Staples, Inc.		149.36
	Total	CK #2024-21E		<u>1,133.31</u>	<u>1,133.31</u>

Appomattox Reg Library System
First Connections Report
For the Period From Jul 1, 2023 to Jul 31, 2023

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/23	Beginning Balance			8,360.28
7/24/23	Payment from FC		8,360.28	
7/31/23	July Salary & Benefits	5,979.55		
7/31/23	Ending Balance			5,979.55

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Aug 1, 2023 to Aug 31, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/10/23	200766	21000-100	Federal Taxes Withheld	3,224.52	
			Social Security Taxes		
8/10/23	200766	22000-100	Withheld	2,847.05	
8/10/23	200766	22000-100	SB Social Security	134.27	
8/10/23	200766	22000-100	ARLS Social Security	2,712.78	
8/10/23	200766	23000-100	Medicare Taxes Withheld	665.83	
8/10/23	200766	23000-100	SB Medicare Taxes	31.40	
8/10/23	200766	23000-100	ARLS Medicare	634.43	
			Electronic Federal Tax		
8/10/23	200766	10006-100	Payment		10,250.28
8/24/23	200767	21000-100	Federal Taxes Withheld	3,184.71	
			Social Security Taxes		
8/24/23	200767	22000-100	Withheld	2,896.88	
8/24/23	200767	22000-100	SB Social Security	134.27	
8/24/23	200767	22000-100	ARLS Social Security	2,762.61	
8/24/23	200767	23000-100	Medicare Taxes Withheld	677.48	
8/24/23	200767	23000-100	SB Medicare Taxes	31.40	
8/24/23	200767	23000-100	ARLS Medicare	646.08	
			Electronic Federal Tax		
8/24/23	200767	10006-100	Payment		10,333.43
8/10/23	2013-889	27000-300	EZ Link Withheld	202.03	
8/10/23	2013-889	70460-100	EZ Link Retirement	491.63	
8/10/23	2013-889	10006-100	Treasurer of Virginia		693.66
8/10/23	2013-890	27000-400	EZ Link Voluntary	432.86	
8/10/23	2013-890	10006-100	Treasurer of Virginia		432.86
8/10/23	2013-891	70540-600	SB Life Insurance	64.21	
8/10/23	2013-891	70540-600	SB VRS Retirement	185.92	
8/10/23	2013-891	27000-200	VRS Withheld	3,086.52	
8/10/23	2013-891	70460-100	ARLS VRS Insurance	871.24	
8/10/23	2013-891	70460-100	ARLS VRS Retirement	1,882.94	
8/10/23	2013-891	10006-100	Treasurer of Virginia		6,090.83
8/24/23	2013-893	27000-400	EZ Link Voluntary	432.86	
8/24/23	2013-893	10006-100	Treasurer of Virginia		432.86
8/24/23	2013-894	27000-300	EZ Link Withheld	202.03	
8/24/23	2013-894	70460-100	Ez Link Retirement	491.63	
8/24/23	2013-894	10006-100	Treasurer of Virginia		693.66
			#8299 60 021 0013348		
8/3/23	2024-27E	84100-440	Telephone - McKenney	94.85	
			#8299 60 021 0013348		
8/3/23	2024-27E	82600-440	Internet - McKenney	403.49	
8/3/23	2024-27E	10006-100	Comcast Communications		498.34
			#8299 60 019 0107136 -		
8/3/23	2024-28E	84100-430	Telephone - Disputanta	62.90	
			#8299 60 0019 0107136		
8/3/23	2024-28E	82600-430	Internet - Disputanta	284.03	
8/3/23	2024-28E	10006-100	Comcast Communications		346.93
8/3/23	2024-29E	84000-410	Utilities - Carson	226.91	
8/3/23	2024-29E	10006-100	Dominion Energy Virginia		226.91

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Aug 1, 2023 to Aug 31, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/3/23	2024-30E	82450-100	Monthly Billing for August	2,321.72	
8/3/23	2024-30E	82450-100	Managed Workstations	3,839.04	
8/3/23	2024-30E	82450-100	Cloud Storage	10.44	
8/3/23	2024-30E	82450-100	Internet	80.00	
8/3/23	2024-30E	10006-100	E-N Computers, Inc. Window Server Licensing for		6,251.20
8/3/23	2024-31E	82000-100	Server	4,038.00	
8/3/23	2024-31E	10006-100	E-N Computers, Inc. Quarterly Website Hosting		4,038.00
8/3/23	2024-32E	82070-100	Aug - Oct	150.00	
8/3/23	2024-32E	10006-100	Richweb Inc.		150.00
8/3/23	2024-33E	20200-200	Sams 8/8/23	210.74	
8/3/23	2024-33E	10006-100	Sam's Club Direct		210.74
8/3/23	2024-34E	84100-480	Telephone - Burrowsville	16.45	
8/3/23	2024-34E	10006-100	Verizon #8299 60 020 0356327		16.45
8/7/23	2024-35E	82600-410	Internet - Carson	300.91	
8/7/23	2024-35E	10006-100	Comcast Communications		300.91
8/7/23	2024-36E	10007-100	Gross MLS	15,267.35	
8/7/23	2024-36E	10007-100	Gross Non MLS	7,738.97	
8/7/23	2024-36E	10007-100	Gross Hourly	12,975.76	
8/7/23	2024-36E	10007-100	Gross Smart Beginnings	1,752.95	
8/7/23	2024-36E	10006-100	ARLS-Payroll Gloves, Trash Bags, Windex,		37,735.03
8/14/23	2024-37E	84810-100	Clorox	470.40	
8/14/23	2024-37E	10006-100	Staples, Inc. AED G5 Refresh Pack (5		470.40
8/14/23	2024-38E	83700-100	count)	3,701.30	
8/14/23	2024-38E	10006-100	Cardio Partners Background Verifications -		3,701.30
8/17/23	2024-39E	85800-100	Booth, Bowers, King	295.00	
8/17/23	2024-39E	10006-100	Active Screening Background Verifications -		295.00
8/17/23	2024-40E	85800-100	Johnson, Lewellen, Penn, Thompson	185.50	
8/17/23	2024-40E	10006-100	Active Screening		185.50
8/17/23	2024-41E	80020-100	ANF	68.93	
8/17/23	2024-41E	80038-100	JF	21.38	
8/17/23	2024-41E	10006-100	Amazon.com		90.31
8/17/23	2024-42E	70470-100	Retirees Health Insurance	422.00	
8/17/23	2024-42E	10006-100	Anthem BlueCross BlueShield		422.00
8/17/23	2024-43E	70550-600	FC Health Insurance	975.00	
8/17/23	2024-43E	70470-100	ARLS Health Insurance	14,441.24	
8/17/23	2024-43E	10006-100	Anthem BlueCross BlueShield #8299 60 017 0199525		15,416.24
8/17/23	2024-44E	82600-200	Internet - HQ	317.26	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Aug 1, 2023 to Aug 31, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/17/23	2024-44E	10006-100	Comcast Communications		317.26
			#8299 60 020 0107829		
8/17/23	2024-45E	84100-460	Telephone - Rohoic	64.40	
			#8299 60 020 0107829		
8/17/23	2024-45E	82600-460	Internet - Rohoic	300.13	
8/17/23	2024-45E	10006-100	Comcast Communications		364.53
			#8299 60 019 0106328		
8/17/23	2024-47E	84100-450	Telephone - PG	154.80	
			#8299 60 019 0106328		
8/17/23	2024-47E	82600-450	Internet - PG	413.33	
8/17/23	2024-47E	10006-100	Comcast Communications		568.13
			#8299 60 017 0205967		
8/17/23	2024-48E	84100-200	Telephone - HQ	433.80	
			#8299 60 017 0205967		
8/17/23	2024-48E	82600-200	Internet - HQ	498.77	
8/17/23	2024-48E	10006-100	Comcast Communications		932.57
			#8299 60 020 0356327		
8/17/23	2024-49E	82600-410	Internet - Carson	315.95	
8/17/23	2024-49E	10006-100	Comcast Communications		315.95
			CD Albums, Spine Labels,		
8/17/23	2024-50E	80600-100	Book Tape	372.90	
8/17/23	2024-50E	10006-100	DEMCO, Inc.		372.90
8/17/23	2024-51E	20200-300	Staples 9/7/23	139.73	
8/17/23	2024-51E	10006-100	Staples Credit Plan		139.73
8/17/23	2024-52E	85850-100	Monthly Shredding	80.22	
8/17/23	2024-52E	10006-100	Shred-It USA LLC		80.22
8/17/23	2024-53E	82070-100	West Proflex - July	508.74	
8/17/23	2024-53E	10006-100	Thomson Reuters - West		508.74
8/17/23	2024-54E	82600-200	Mobile Internet	948.67	
8/17/23	2024-54E	10006-100	T-Mobile		948.67
8/17/23	2024-54EE	20200-400	Truist 8/21/23	5,138.91	
8/17/23	2024-54EE	10006-100	Truist		5,138.91
			Travel - PG Unclaimed		
8/17/23	2024-55E	83810-450	Checks	64.97	
			Travel - HQ Unclaimed		
8/17/23	2024-55E	83810-200	Checks	17.57	
			Book Refunds - Unclaimed		
8/17/23	2024-55E	85800-100	Checks (Old Code)	28.28	
8/17/23	2024-55E	10006-100	VA Dept of Treasury		110.82
8/21/23	2024-56E	10007-100	Gross MLS	15,352.17	
8/21/23	2024-56E	10007-100	Gross Non MLS	7,738.97	
8/21/23	2024-56E	10007-100	Gross Hourly	13,672.99	
8/21/23	2024-56E	10007-100	Gross Smart Beginnings	1,752.95	
8/21/23	2024-56E	10006-100	ARLS-Payroll		38,517.08
8/31/23	2024-57E	80010-100	Invoice: 67632370	9.71	
8/31/23	2024-57E	80030-100	Invoice: 60255747	69.90	
8/31/23	2024-57E	80015-100	Invoice: 60255748	37.70	
8/31/23	2024-57E	80230-100	Invoice: 67632367	112.03	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Aug 1, 2023 to Aug 31, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/31/23	2024-57E	80015-100	Invoice: 67632369	37.38	
8/31/23	2024-57E	80030-100	Invoice: 67632368	14.36	
8/31/23	2024-57E	80210-100	Invoice: 62958942	99.62	
8/31/23	2024-57E	80200-100	Invoice: 62958944	97.44	
8/31/23	2024-57E	80210-100	Invoice: 62958940	108.01	
8/31/23	2024-57E	80230-100	Invoice: 62958941	11.15	
8/31/23	2024-57E	80025-100	Invoice: 62958943	31.11	
8/31/23	2024-57E	80200-100	Invoice: 62960203	87.38	
8/31/23	2024-57E	80025-100	Invoice: 62960200	11.75	
8/31/23	2024-57E	80210-100	Invoice: 62960199	132.26	
8/31/23	2024-57E	80010-100	Invoice: 62960202	1,342.08	
8/31/23	2024-57E	80230-100	Invoice: 62960198	70.82	
8/31/23	2024-57E	80010-100	Invoice: 62960201	30.09	
8/31/23	2024-57E	80210-100	Invoice: 62962064	24.78	
8/31/23	2024-57E	80230-100	Invoice: 67637862	7.18	
8/31/23	2024-57E	80210-100	Invoice: 62962932	9.29	
8/31/23	2024-57E	80230-100	Invoice: 67637898	37.70	
8/31/23	2024-57E	80230-100	Invoice: 67637897	22.06	
8/31/23	2024-57E	80200-100	Invoice: 67637901	9.74	
8/31/23	2024-57E	80210-100	Invoice: 62962928	100.00	
8/31/23	2024-57E	80210-100	Invoice: 67637902	20.38	
8/31/23	2024-57E	80200-100	Invoice: 62962931	25.48	
8/31/23	2024-57E	80230-100	Invoice: 67637859	37.80	
8/31/23	2024-57E	80230-100	Invoice: 65962933	12.57	
8/31/23	2024-57E	80230-100	Invoice: 67637863	7.18	
8/31/23	2024-57E	10006-100	Ingram Library Services		2,616.95
			ILL Subscription - 7/23 to		
			6/24	2,559.80	
8/31/23	2024-58E	82210-100	OCLC, Inc.		2,559.80
8/31/23	2024-58E	10006-100	ANF	219.31	
8/31/23	2024-59E	80020-100	Table Stands for Book Sale	22.99	
8/31/23	2024-59E	80210-100	AFSO	12.99	
8/31/23	2024-59E	84810-100	Gloves	38.01	
8/31/23	2024-59E	10006-100	Amazon.com		293.30
			#8299 60 021 0013348		
8/31/23	2024-60E	84100-440	Telephone - McKenney	94.85	
			#8299 60 021 0013348		
8/31/23	2024-60E	82600-440	Internet - McKenney	403.49	
8/31/23	2024-60E	10006-100	Comcast Communications		498.34
8/31/23	2024-61E	84000-410	Utilities - Carson	206.95	
8/31/23	2024-61E	10006-100	Dominion Energy Virginia		206.95
8/31/23	2024-62E	84700-100	Postage	601.00	
8/31/23	2024-62E	10006-100	Purchase Power		601.00
8/31/23	2024-63E	20200-200	Sams 9/8/23	412.06	
8/31/23	2024-63E	10006-100	Sam's Club Direct		412.06
8/31/23	2024-64E	83700-200	HP 972 XL - (9)	594.69	
8/31/23	2024-64E	10006-100	TMA Laser Group, Inc.		594.69
8/31/23	2024-65E	84100-480	Telephone - Burrowsville	16.41	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/31/23	2024-65E	10006-100	Verizon		16.41
8/17/23	39268V	83810-450	Travel - PG		-9.59
8/17/23	39268V	10006-100	Danielle Phillips-Skiba	-9.59	
8/17/23	39516V	83810-450	Travel - PG		-16.66
8/17/23	39516V	10006-100	Danielle Phillips-Skiba	-16.66	
8/17/23	40335V	85800-100	Book Refund		-3.95
8/17/23	40335V	10006-100	Cara Buckley	-3.95	
8/17/23	40435V	85800-100	Book Refund - "Free Burning"		-13.95
8/17/23	40435V	10006-100	Demitria Myrick	-13.95	
8/17/23	40630V	83810-200	Travel - HQ - 9/5/18		-17.57
8/17/23	40630V	10006-100	Joanna Alderman-Klein	-17.57	
8/17/23	40808V	83810-450	Travel - PG - 11/16/18		-23.23
8/17/23	40808V	10006-100	Candice Bailey	-23.23	
8/17/23	40881V	85820-100	DVD Return - The Crucible		-14.98
8/17/23	40881V	10006-100	Crystal Muir	-14.98	
8/17/23	41861V	85820-100	Refund - Voyage of the Dogs		-12.99
8/17/23	41861V	10006-100	Susan Mayes	-12.99	
8/17/23	43245V	83810-450	Travel - PG - 6/10/22		-15.49
8/17/23	43245V	10006-100	Megan Emerson	-15.49	
8/10/23	43748V	85000-100	Fire and Ice 8/1/23		-425.00
8/10/23	43748V	10006-100	Mad Science of Central Virginia	-425.00	
8/15/23	43755V	81100-100	Allworx Phones		-6,907.00
8/15/23	43755V	10006-100	Connect IT	-6,907.00	
8/3/23	43758	80260-100	Invoice: 81584508	61.47	
8/3/23	43758	80040-100	Invoice: 81583726	29.59	
8/3/23	43758	80260-100	Invoice: 81583960	74.97	
8/3/23	43758	10006-100	Cengage Learning Inc/Gale		166.03
8/3/23	43759	80210-100	Invoice: 62948192	24.78	
8/3/23	43759	80230-100	Invoice: 62948193	13.86	
8/3/23	43759	80010-100	Invoice: 62948195	1,303.02	
8/3/23	43759	80210-100	Invoice: 62948194	130.59	
8/3/23	43759	80200-100	Invoice: 62948196	9.58	
8/3/23	43759	80010-100	Invoice: 60250693	74.00	
8/3/23	43759	80230-100	Invoice: 60250691	23.76	
8/3/23	43759	80210-100	Invoice: 60250692	84.27	
8/3/23	43759	10006-100	Ingram Library Services		1,663.86
8/3/23	43760	82910-200	Maintenance - Copier - Base Charge	16.58	
8/3/23	43760	82910-200	Usage Charge	19.27	
8/3/23	43760	10006-100	Canon Financial Services, Inc.		35.85
8/3/23	43761	82470-100	Off-site - Configure Yealink	156.25	
8/3/23	43761	82470-100	On-site - Configure Yealink	531.25	
8/3/23	43761	82470-100	Travel	93.75	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/3/23	43761	10006-100	Connect IT		781.25
8/3/23	43762	85800-100	Notary Application	45.00	
8/3/23	43762	83910-100	Notary Class	49.00	
8/3/23	43762	10006-100	Catherine Field		94.00
8/3/23	43763	83810-420	Travel - Dinwiddie 7/21, 7/22/23	89.08	
8/3/23	43763	83810-420	Travel - Dinwiddie 7/13/23	21.41	
8/3/23	43763	10006-100	Shelly Curtis		110.49
8/3/23	43764	83810-200	Travel - HQ 7/13, 7/15, 7/21/23	41.71	
8/3/23	43764	10006-100	Rija Mughal		41.71
8/3/23	43765	20500-100	VFHY - 7/28/23	1,952.00	
8/3/23	43765	10006-100	First Connections for Early Success		1,952.00
8/3/23	43766	84900-410	Grounds Maintenance - Carson	553.75	
8/3/23	43766	10006-100	Heaton's Lawn Maintenance, LLC		553.75
8/3/23	43767	84800-200	Janitorial - HQ	4,207.38	
8/3/23	43767	84800-410	Janitorial - Carson	220.00	
8/3/23	43767	84800-420	Janitorial - Dinwiddie	350.00	
8/3/23	43767	84800-430	Janitorial - Disputanta	256.00	
8/3/23	43767	84800-440	Janitorial - McKenney	250.00	
8/3/23	43767	84800-450	Janitorial - PG	1,426.15	
8/3/23	43767	84800-460	Janitorial - Rohoic	220.00	
8/3/23	43767	84800-480	Janitorial - Burrowsville	195.00	
8/3/23	43767	10006-100	MCS Services, Inc.		7,124.53
8/3/23	43768	84900-450	Monitoring of Alarms - PG	59.00	
8/3/23	43768	84900-200	Monitoring of Alarms - HQ	55.00	
8/3/23	43768	10006-100	Petersburg Alarm Company, Inc.		114.00
8/3/23	43769	84700-440	P.O. Box 308 Annual Renewal	108.00	
8/3/23	43769	10006-100	US Postal Service		108.00
8/3/23	43770	80500-100	Genealogy Package Renewal 7/23-6/24	5,543.46	
8/3/23	43770	10006-100	Proquest LLC		5,543.46
8/3/23	43771	85820-100	Refund - The Official ACT Prep Guide	39.95	
8/3/23	43771	10006-100	Edgardo Academia		39.95
8/3/23	43772	85200-100	Chair Yoga - 7/26, 8/2	80.00	
8/3/23	43772	10006-100	Lauren Hannon		80.00
8/3/23	43773	85200-100	Yoga Classes - 7/10, 7/17, 7/24, 7/31	160.00	
8/3/23	43773	10006-100	Sharon Jadrnak		160.00
8/10/23	43774	85000-100	Fire and Ice 8/1/23 - Reissue	425.00	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/10/23	43774	10006-100	Mad Science of Central Virginia		425.00
8/15/23	43775	81100-100	Allworx Phones - Reissue	6,907.00	
8/15/23	43775	10006-100	Connect IT		6,907.00
8/17/23	43776	80460-100	Invoice: 2112673	444.63	
8/17/23	43776	10006-100	Blackstone Publishing		444.63
8/17/23	43777	80250-100	Invoice: 5018457701	88.58	
8/17/23	43777	80020-100	Invoice: 5018456671	92.16	
8/17/23	43777	80020-100	Invoice: 5018439171	1,808.79	
8/17/23	43777	80200-100	Invoice: 5018475031	6.19	
8/17/23	43777	80020-100	Invoice: 5018475032	92.31	
8/17/23	43777	80020-100	Invoice: 5018475030	74.25	
8/17/23	43777	80200-100	Invoice: 5018483785	12.39	
8/17/23	43777	10006-100	Baker & Taylor		2,174.67
8/17/23	43778	80020-100	Invoice: 81590144	56.78	
8/17/23	43778	80260-100	Invoice: 81589963	47.98	
8/17/23	43778	80260-100	Invoice: 81665341	245.91	
8/17/23	43778	10006-100	Cengage Learning Inc/Gale		350.67
8/17/23	43779	80038-100	Invoice: 62951611	763.70	
8/17/23	43779	80210-100	Invoice: 60251912	53.18	
8/17/23	43779	80210-100	Invoice: 62949498	10.53	
8/17/23	43779	80038-100	Invoice: 67628085	148.13	
8/17/23	43779	80030-100	Invoice: 67628084	151.88	
8/17/23	43779	80025-100	Invoice: 67628083	167.92	
8/17/23	43779	80030-100	Invoice: 62951610	944.04	
8/17/23	43779	80010-100	Invoice: 62949497	68.28	
8/17/23	43779	80210-100	Invoice: 62949494	103.70	
8/17/23	43779	80200-100	Invoice: 62950779	110.92	
8/17/23	43779	80015-100	Invoice: 62951842	716.49	
8/17/23	43779	80010-100	Invoice: 62951612	40.77	
8/17/23	43779	80250-100	Invoice: 62950778	68.24	
8/17/23	43779	80230-100	Invoice: 62950777	11.15	
8/17/23	43779	80210-100	Invoice: 62949495	110.28	
8/17/23	43779	80210-100	Invoice: 62951609	69.12	
8/17/23	43779	80210-100	Invoice: 62950776	65.58	
8/17/23	43779	80025-100	Invoice: 60251913	284.46	
8/17/23	43779	80025-100	Invoice: 62949496	1,280.34	
8/17/23	43779	80210-100	Invoice: 62953488	52.16	
8/17/23	43779	80038-100	Invoice: 62953490	22.22	
8/17/23	43779	80210-100	Invoice: 62953493	29.98	
8/17/23	43779	80015-100	Invoice: 62953491	28.70	
8/17/23	43779	80210-100	Invoice: 62953494	20.38	
8/17/23	43779	80010-100	Invoice: 62953492	148.67	
8/17/23	43779	80025-100	Invoice: 62953489	47.94	
8/17/23	43779	80025-100	Invoice: 62955942	33.04	
8/17/23	43779	80210-100	Invoice: 62955939	45.18	
8/17/23	43779	80210-100	Invoice: 62955941	88.54	
8/17/23	43779	80010-100	Invoice: 62955943	38.19	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/17/23	43779	80230-100	Invoice: 62955940	81.10	
8/17/23	43779	80210-100	Invoice: 60255746	105.42	
8/17/23	43779	80025-100	Invoice: 000043660CS	-32.56	
8/17/23	43779	80210-100	Invoice: 000043660CS	-26.46	
8/17/23	43779	10006-100	Ingram Library Services		5,851.21
8/17/23	43780	80410-100	Invoice: 504188375	28.72	
8/17/23	43780	80405-100	Invoice: 504188377	422.30	
8/17/23	43780	80440-100	Invoice: 504188374	318.52	
8/17/23	43780	10006-100	Midwest Tape		769.54
8/17/23	43781	80250-100	Invoice: 12292223	49.91	
			Rowman & Littlefield		
8/17/23	43781	10006-100	Publishing Group		49.91
8/17/23	43782	83500-460	Rent - Rohoic Library	300.00	
8/17/23	43782	83500-440	Rent - McKenney Library	300.00	
8/17/23	43782	83500-420	Rent - Dinwiddie Library	300.00	
8/17/23	43782	10006-100	County of Dinwiddie		900.00
8/17/23	43783	83500-450	Rent - PG Library	1,200.00	
8/17/23	43783	83500-430	Rent - Disputanta Library	150.00	
8/17/23	43783	83500-480	Rent - Burrowsville Library	300.00	
8/17/23	43783	10006-100	County of Prince George		1,650.00
8/17/23	43784	83700-200	ID Checking Guide	40.95	
8/17/23	43784	83700-200	Notary Stamps	83.71	
8/17/23	43784	10006-100	Catherine Field		124.66
8/17/23	43785	85800-100	Notary Application Fee	45.00	
8/17/23	43785	83910-100	Notary Basics Class	49.00	
8/17/23	43785	83700-200	Notary Stamp	30.77	
8/17/23	43785	10006-100	Lauren A. King		124.77
8/17/23	43786	83810-420	Travel - Dinwiddie 7/28, 8/3	52.77	
8/17/23	43786	83810-420	Travel - Dinwiddie 7/24, 7/25	89.08	
8/17/23	43786	10006-100	Shelly Curtis		141.85
8/17/23	43787	83810-200	Travel - HQ 7/5, 7/7, 7/12	73.32	
8/17/23	43787	10006-100	Rija Mughal		73.32
8/17/23	43788	85110-100	Tent, Cards, Crafts	164.41	
8/17/23	43788	10006-100	Sarah Finch		164.41
8/17/23	43789	82100-100	Email re: Section 125 Plan	50.00	
8/17/23	43789	82100-100	GASB96 Prep	280.00	
8/17/23	43789	10006-100	Mary K. Earhart, PLLC		330.00
8/17/23	43790	84100-410	Telephone - Carson	124.13	
8/17/23	43790	10006-100	Granite Telecommunications		124.13
8/17/23	43791	84300-100	Inv #9534 Fuel - All Vehicles	171.45	
8/17/23	43791	83500-200	Rent - Hopewell Library	3,750.00	
8/17/23	43791	10006-100	Hopewell City Treasurer		3,921.45
8/17/23	43792	85200-100	Chair Yoga - 8/9/23, 8/16/23	80.00	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/17/23	43792	10006-100	Lauren Hannon		80.00
			P.O. Box 480 - Annual		
8/17/23	43793	84700-420	Renewal	264.00	
8/17/23	43793	10006-100	US Postal Service		264.00
8/17/23	43794	82600-480	Internet - Burrowsville	219.00	
8/17/23	43794	10006-100	RuralBand		219.00
8/17/23	43795	85800-100	Refund - Voyage of the Dogs	12.99	
8/17/23	43795	10006-100	Susan Mayes		12.99
8/31/23	43796	10006-100	Voided Check		
8/31/23	43797	80460-100	Invoice: 2113091	7.95	
8/31/23	43797	10006-100	Blackstone Publishing		7.95
8/31/23	43798	10006-100	Voided Check		
8/31/23	43799	10006-100	Voided Check		
8/31/23	43800	80020-100	Invoice: 5018482268	1,436.26	
8/31/23	43800	80020-100	Invoice: 5018504149	290.66	
8/31/23	43800	10006-100	Baker & Taylor		1,726.92
8/31/23	43801	80260-100	Invoice: 81691618	101.21	
8/31/23	43801	80260-100	Invoice: 81692501	52.48	
8/31/23	43801	80260-100	Invoice: 81692187	83.22	
8/31/23	43801	80260-100	Invoice: 81691720	94.46	
8/31/23	43801	80260-100	Invoice: 81725258	74.97	
8/31/23	43801	80260-100	Invoice: 81725820	62.22	
8/31/23	43801	80260-100	Invoice: 81739326	47.98	
8/31/23	43801	10006-100	Cengage Learning Inc/Gale		516.54
8/31/23	43802	80440-100	Invoice: 504208201	22.48	
8/31/23	43802	80410-100	Invoice: 504214985	57.44	
8/31/23	43802	80405-100	Invoice: 504214987	222.15	
8/31/23	43802	80440-100	Invoice: 504214984	260.14	
8/31/23	43802	80440-100	Invoice: 504249306	42.08	
8/31/23	43802	80405-100	Invoice: 504249309	260.19	
8/31/23	43802	80410-100	Invoice: 504249307	172.21	
8/31/23	43802	10006-100	Midwest Tape		1,036.69
8/31/23	43803	83700-200	Notary Stamp	28.24	
8/31/23	43803	10006-100	Elizabeth Trop		28.24
8/31/23	43804	84200-100	Group Notary E & O Policy	65.00	
8/31/23	43804	10006-100	Ford Agency, Inc.		65.00
8/31/23	43805	85200-100	Yoga - 8/7, 8/14, 8/21, 8/28/23	160.00	
8/31/23	43805	10006-100	Sharon Jadrnak		160.00
8/31/23	43806	84900-410	38 Lamp Fixtures plus Labor	955.50	
8/31/23	43806	10006-100	Jimmy Lipford		955.50
8/31/23	43807	85200-100	Chair Yoga - 8/23/23, 8/30/23	80.00	
8/31/23	43807	10006-100	Lauren Hannon		80.00
8/21/23	Staples 9690R	84810-100	Return of Gloves		-46.47
8/21/23	Staples 9690R	10006-100	Staples, Inc.	-46.47	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			Total	196,139.90	196,139.90

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Truist CK #2024-54EE

8/17/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/27/23	RTD 6/27/23	80300-450	Newspaper - PG	696.80	
6/27/23	RTD 6/27/23	20200-400	Richmond Times Dispatch		696.80
6/27/23	Sage 6/27/23R	82000-100	Software Licenses		-306.48
6/27/23	Sage 6/27/23R	20200-400	Sage Software SB, Inc.	-306.48	
6/28/23	Amazon 6/28/23	80020-100	Adult Non-Fiction	282.77	
6/28/23	Amazon 6/28/23	20200-400	Amazon.com		282.77
6/29/23	Amazon 6/29/23	80020-100	Adult Non-Fiction	11.24	
6/29/23	Amazon 6/29/23	20200-400	Amazon.com		11.24
6/30/23	Budz	84900-200	Building Cleaning - HQ Budz With Sudz, LLC	2,000.00	
6/30/23	Budz	20200-400	Power Washing		2,000.00
6/30/23	Google 6/30/23	82020-100	Google E-Mail	390.00	
6/30/23	Google 6/30/23	20200-400	Google		390.00
7/5/23	Hello 9639	85800-100	Misc Prof Serv. and Other	112.57	
7/5/23	Hello 9639	20200-400	Hello Flowers		112.57
7/6/23	Adobe 9645	82000-100	Software Licenses FY24	239.88	
7/6/23	Adobe 9645	20200-400	Adobe Indesign		239.88
7/6/23	SHRM 9685	84600-200	Association Dues - HQ	30.00	
7/6/23	SHRM 9685	20200-400	Richmond SHRM		30.00
7/7/23	Amazon 9623	81100-100	Water Coolers	365.06	
7/7/23	Amazon 9623	20200-400	Amazon.com		365.06
7/10/23	Amazon 7/10/23	80020-100	Adult Non-Fiction	45.10	
7/10/23	Amazon 7/10/23	20200-400	Amazon.com		45.10
7/10/23	Amazon 9625	81100-460	Water Cooler - Rohoic	182.53	
7/10/23	Amazon 9625	20200-400	Amazon.com		182.53
7/11/23	Amazon 9646	84810-100	Soap, Gloves	46.51	
7/11/23	Amazon 9646	83700-100	Cardstock	70.62	
7/11/23	Amazon 9646	20200-400	Amazon.com		117.13
7/12/23	Amazon 7/12/23	80210-100	Adult Fiction - SO	17.09	
7/12/23	Amazon 7/12/23	80200-100	Graphic Novels - SO	34.18	
7/12/23	Amazon 7/12/23	20200-400	Amazon.com		51.27
7/13/23		82000-100	Software Licenses	29.99	
7/13/23		20200-400	Adobe Indesign		29.99
7/17/23	Amazon 7/17/23	80020-100	Adult Non-Fiction	19.46	
7/17/23	Amazon 7/17/23	20200-400	Amazon.com		19.46
7/17/23	Amazon9576.1	85210-100	A-Frame Easel	145.98	
7/17/23	Amazon9576.1	20200-400	Amazon.com		145.98
7/18/23	Amazon 7/18/23	80025-100	Adult Fiction	71.97	
7/18/23	Amazon 7/18/23	20200-400	Amazon.com		71.97
7/18/23	Waves 9658	85800-100	Lunch for Board Meeting Waves Sandwich	63.32	
7/18/23	Waves 9658	20200-400	Company		63.32
7/19/23	Amazon 9659	83700-450	Fans, Charger - PG	46.94	
7/19/23	Amazon 9659	20200-400	Amazon.com		46.94

Appomattox Reg Library System

Truist CK #2024-54EE

8/17/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/20/23	Amazon 9661	84810-100	Soap - PG	19.51	
7/20/23	Amazon 9661	20200-400	Amazon.com		19.51
7/20/23	Read 7/20/23	80210-100	Adult Fiction - SO	123.63	
7/20/23	Read 7/20/23	20200-400	Reader Service		123.63
7/24/23	Amazon 7/24/23	80210-100	Adult Fiction - SO	17.98	
7/24/23	Amazon 7/24/23	20200-400	Amazon.com		17.98
7/24/23	Zoom	82000-100	Software Licenses	157.40	
			Zoom Video		
7/24/23	Zoom	20200-400	Communications, Inc.		157.40
7/25/23	Amazon 7/25/23.2	80015-100	Young Adult-Fiction	16.10	
7/25/23	Amazon 7/25/23.2	20200-400	Amazon.com		16.10
7/25/23	Amazon 7/25/23.3	80015-100	Young Adult-Fiction	10.40	
7/25/23	Amazon 7/25/23.3	20200-400	Amazon.com		10.40
7/25/23	Amazon 7/25/23.4	80015-100	Young Adult-Fiction	20.24	
7/25/23	Amazon 7/25/23.4	20200-400	Amazon.com		20.24
7/25/23	Amazon 7/25/23.5	80015-100	Young Adult-Fiction	16.99	
7/25/23	Amazon 7/25/23.5	20200-400	Amazon.com		16.99
7/26/23	Amazon 7/26/23	80025-100	Adult Fiction	15.87	
7/26/23	Amazon 7/26/23	20200-400	Amazon.com		15.87
7/26/23	Amazon 7/26/23.2	80025-100	Adult Fiction	15.87	
7/26/23	Amazon 7/26/23.2	20200-400	Amazon.com		15.87
7/26/23	Amazon 7/26/23.6	80015-100	Young Adult-Fiction	35.39	
7/26/23	Amazon 7/26/23.6	20200-400	Amazon.com		35.39
			Notary Application -		
7/26/23	COV 9667	85800-100	E. Trop	45.00	
7/26/23	COV 9667	20200-400	Commonwealth of VA		45.00
7/26/23	Mid 9668	83910-100	Notary Class - E. Trop	49.00	
			Mid-Atlantic Mobile		
7/26/23	Mid 9668	20200-400	Notary Services		49.00
	Total			5,138.91	5,138.91

Appomattox Reg Library System

Sam's
Staples

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/11/23	Sams 9647	83700-100	Tylenol	12.98	
7/11/23	Sams 9647	83730-100	Supplies - Staff Coffee	21.96	
7/11/23	Sams 9647	84810-100	Febreeze, Soap, PT	175.80	
7/11/23	Sams 9647	20200-200	Sam's Club Direct		210.74
	Total	CK#2024-33E	8/3/23	210.74	210.74

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			Supplies - Staff		
7/21/23	Sams 9660	83710-100	Vending Mach	44.98	
7/21/23	Sams 9660	84810-100	Wipes, Lysol	88.30	
7/21/23	Sams 9660	81100-450	Fans	109.96	
7/21/23	Sams 9660	20200-200	Sam's Club Direct		243.24
8/1/23	Sams 9675	84810-100	Paper Towels	39.96	
8/1/23	Sams 9675	83700-100	Batteries, T-Shirt Bags	65.94	
8/1/23	Sams 9675	20200-200	Sam's Club Direct		105.90
			Supplies - Staff		
8/10/23	Sams 9689	83710-100	Vending Mach	18.98	
8/10/23	Sams 9689	85800-100	Snacks for Book Sale	43.94	
8/10/23	Sams 9689	20200-200	Sam's Club Direct		62.92
	Total	CK #2024-63E	8/31/23	412.06	412.06

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/26/23	Staples 9669	83700-100	Paper, Scissors	139.73	
7/26/23	Staples 9669	20200-300	Staples, Inc.		139.73
	Total	CK #2024-51E	8/14/23	139.73	139.73

Appomattox Reg Library System
First Connections Report
For the Period From Jul 1, 2023 to Aug 31, 2023

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/23	Beginning Balance			8,262.78
7/24/23	Payment from FC		8,360.28	
7/31/23	July Salary & Benefits	5,882.05		
8/17/23	Payment from FC		5,979.55	
8/31/23	August Salary & Payments	5,882.05		
8/31/23	Ending Balance			5,687.05

**THE APPOMATTOX REGIONAL LIBRARY SYSTEM
BYLAWS (REV.)**

Article I – Meetings

Section 1. The regular meeting of the Library Board of Trustees shall be held on the third ~~Tuesday~~ **Wednesday** of each month **except in August, November and December** at one of the Appomattox Regional Library System's (hereinafter "ARLS") libraries as designated by the ~~Chairman~~ **Chairperson** at 1:00 p.m. unless otherwise designated by the ~~Chairman~~. **There is no board meeting in August or November. The board meeting is on the second Wednesday in December.**

Section 2. Special meetings may be called by the ~~Chairman~~ **Chairperson** or upon the request of the majority of the members for the transaction of business at least two days before the meeting.

Section 3. Notices of all special meetings shall be mailed or telephoned by the Library Director or ~~Chairman~~ **Chairperson** to all members at least two days before the meeting.

Article II – Committees

Section 1. Special committees for the study and investigation of specific problems pertaining to the Library may be appointed by the ~~Chairman~~ **Chair**.

Section 2. Standing committees shall consist of Personnel Committee, Finance Committee, and a Development Committee. As far as possible, members of these committees shall be appointed from each participating area.

Section 3. An Executive Committee shall consist of the ~~Chairman~~ **Chairperson**, Vice ~~Chairman~~ **Chairperson**, Secretary, and Treasurer of the Board of Trustees. The Executive Committee shall meet at the discretion of the ~~Chairman~~ **Chairperson** of the Board of Trustees.

Article III – Quorum

A quorum for the transaction of business shall consist of a majority of the Board.

Article IV – Library Director

The Library Director is appointed by and serves at the pleasure of the Board of Trustees and shall be considered the executive officer for the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be held responsible for the execution of Library policies adopted by the Board; for the care of equipment and materials and

the direction of the Library staff; for the efficiency of the Library's services to the public; for hiring and dismissal of employees subject to the review of the Board; and for the operation of the Library under the financial conditions set forth in the contract. The Library Director shall attend all Board meetings except those meetings or part of meetings at which his/her appointment, annual evaluation or salary is discussed.

Article V – Order of Business

The order of business at regular meetings shall be as follows:

- Call to Order
- Approval of Agenda
- Consent Agenda:
 - Approval of Minutes
 - Statistical Report
 - Financial Report
 - Review of Bills
- Citizen Comments
- Communications
- Report of the Library Director
- Committee Reports
- New Business
- Unfinished Business
- Adjournment

Article VI – Attendance

Due to the definition of this Board as a governing board, and thus the legal need for each trustee to be an integral part of this Board, at the end of each fiscal year, the outgoing chairman shall forward the attendance record for all the trustees to the respective jurisdictions.

Article VII – Amendments

These bylaws may be amended at any regular meeting of the Board with a quorum present, by a two-thirds vote of the members present, provided the amendment was stated in the request for the meeting.

Article VIII

The Standard Code of Parliamentary Procedure by Alice Sturgis shall govern the parliamentary procedure of the Library Board of Trustees.

End of Calendar Year Timeline on Budget Preparation

Personnel Committee meets and drafts a proposed annual evaluation for the director. The committee requests input from other board members.

October Board Meeting – the Board meets in closed session to discuss the draft evaluation and approve the annual evaluation, including any recommendation on the director’s salary for the next fiscal year.

October / early November – the Board chair meets with the director to discuss the annual evaluation.

November / early December – the director meets with the Finance Committee to discuss the proposed budget for the coming fiscal year.

December Board Meeting – the Board reviews, revises as necessary, and approves the proposed budget for the coming fiscal year.

January – the director submits the proposed budget and budget requests to the three jurisdictions.

Appomattox Regional Library System
Director's Summary
FY2023

- Increased the library's partnerships within the community
 - Hopewell Recreation & Parks Department
 - Continued support of the REC Reader program with the library receiving more recognition for its contributions
 - Friends use of the recreation center for the Friends' annual book sale with the Friends having 387 customers, signing 6 new members and raising \$716
 - 2022 Light Up the Night Festival
 - Dinwiddie Recreation & Parks Department
 - Prince George and Dinwiddie Counties Animal Control / Shelters
 - Prince George Farmers Market
 - Crater District Aging Advisory Council
 - VEC Job Fairs and Training at Hopewell and Prince George
 - Lamb Art (including participation in the Lamb Art's Art Festival)
 - Support and recording of the Historic Hopewell Foundation's Weston Lecture Series.

- Revised and implemented new meeting room policy and increased promotion of meeting room use by businesses and other organizations in the community

- Revised and implemented the library's policy and procedures on fines and fees so that the library became "fine free", only charging for lost and damaged items.

- Continued development of evaluation software such as Orange Boy's Savannah and implementation of LibraryIQ.

- Participation in the Resilience Adaptation Feasibility Tool (RAFT) workshops

- Active involvement with the Hopewell Downtown Partnership; Hopewell/Prince George Chamber of Commerce; Dinwiddie Chamber of Commerce; CultureWorks

- Encouraged staff development through Staff Development Day sessions, online seminars and conferences



CONFIDENTIAL

REVIEW YEAR

Annual Review of Accomplishments and Goals

NAME	POSITION
TIME IN POSITION	SUPERVISOR/ BOARD

ACCOMPLISHMENTS Include progress on goals, continuing education, other achievements & activities, and lessons learned.

GOALS NOT COMPLETED Describe activities to achieve goals as well as lessons learned.

FUTURE GOALS Include performance goals, how they will be achieved, and continuing education.

COMMENTS ON GENERAL OPERATIONS & MANAGEMENT OF LIBRARIES

OTHER COMMENTS

SIGNATURES

Employee/Date

Supervisor -
Board Chair/Date