

# APPOMATTOX REGIONAL LIBRARY SYSTEM

## BOARD OF TRUSTEES

December 13, 2023

Carson Library  
1:00 p.m.

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

**December 13, 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 – October 18, 2023

Statistical Report – dated December 13, 2023

Financial Report – dated December 13, 2023

Bills for Review

**Communications:**

Ms. Kathy Hayes

**Citizen Comments:**

**Report of Library Director:**

**R1.** Staff Update

**R2.** Board of Trustees Update

**R3.** Holiday Season / Annual Staff Event

**R4.** FY2024 Budget

**R5.** Fy2025 Budget

**Committee Reports:**

Personnel Committee

Finance Committee

**New Business:**

FY2025 Budget

**Unfinished Business:**

Director's Annual Evaluation (Closed Session)

**Adjournment**

**Statistical Report  
December 13, 2022**

Statistical Report - FY2023  
Circulation Data All Locations:

		<b>% of Chg CHANGE</b>											
		<b>by FROM</b>											
		<b>Month FY22</b>											

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by FROM Month FY22
<b>Burrowsville</b>	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									1,362	3%

<b>Carson Depot</b>	FY19	992	738	697	647	722	603	774	833	765	839	782	981	9,373	
	FY20	959	971	759	836	699	678	810	633	528	340	714	9,553	17,480	
	FY21	7,346	4,776	4,591	469	509	521	595	621	749	705	716	699	22,297	
	FY22	823	958	873	936	660	665	666	731	635	711	607	735	9,000	
FY23	766	863	849	732	539										-18%

<b>Dirwiddie</b>	FY19	3,580	1,554	1,736	1,587	1,518	1,272	1,673	1,457	1,621	1,339	1,250	1,539	20,126	
	FY20	2,128	1,628	1,577	1,582	1,176	1,360	1,781	1,596	1,085	747	361	10	15,031	
	FY21	53	371	513	720	683	841	827	649	856	805	868	1,048	8,234	
	FY22	1,340	1,598	1,380	1,561	1,395	1,324	1,233	1,327	1,789	1,745	1,445	1,650	17,787	
FY23	1,603	1,677	1,436	1,491	1,392									7,599	0%

<b>Disputanta</b>	FY19	649	948	598	821	567	647	580	476	549	620	315	432	7,202	
	FY20	360	614	473	501	429	366	446	303	222	140	74	9	3,937	
	FY21	3	2	29	21	96	175	201	238	379	329	401	415	2,289	
	FY22	454	652	583	551	409	424	554	602	751	682	622	598	6,882	
FY23	447	669	536	494	411									2,557	0%

<b>Hopewell</b>	FY19	12,619	12,609	11,278	10,998	9,301	7,882	10,135	9,421	10,701	10,121	9,275	10,732	125,072	
	FY20	12,196	11,082	9,683	10,041	8,436	7,680	8,990	8,994	7,968	7,203	8,254	10,221	110,748	
	FY21	4,994	8,743	8,342	7,408	7,438	7,794	7,833	8,113	9,143	8,403	8,878	9,717	96,806	
	FY22	9,015	8,623	8,765	8,452	7,098	7,442	7,902	7,490	7,523	7,321	8,050	8,143	95,824	
FY23	9,157	9,812	8,657	8,174	6,969									42,769	-2%

**Statistical Report  
December 13, 2022**

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

Statistical Report  
December 13 2022

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

\*\*Includes online programming

Statistical Report  
December 13, 2022

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

Wireless Printing

195

222

180

394

502

1,493

**Appomattox Regional Library System  
Revenue and Expenses  
July 1, 2023 - June 30, 2024**

fund#	Revenue 11/30/23	FY2024 Adopted	Receipts to		Monthly Receipts - 11/23	Total Receipts - 11/30/23	Percentage Received	Balance Due
			Previous Month	11/23				
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	\$351,212	\$0	\$351,212	\$351,212	50.0%	\$351,212
103	Dinwiddie	\$335,995	\$167,998	\$0	\$167,998	\$167,998	50.0%	\$167,998
104	Prince George	\$671,456	\$335,728	\$0	\$335,728	\$335,728	50.0%	\$335,728
105	State Funds	\$524,012	\$292,309	\$0	\$292,309	\$292,309	55.8%	\$231,703
106	Lost/Damaged/Fees	\$8,000	\$1,122	\$173	\$1,295	\$1,295	16.2%	\$6,705
107	Copying/Fax Receipts	\$25,000	\$8,774	\$1,846	\$10,620	\$10,620	42.5%	\$14,380
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	\$2,500	\$0	\$2,500	\$2,500	250.0%	(\$1,500)
112	Other	\$1,500	\$1,396	\$58	\$1,454	\$1,454	96.9%	\$46
	<b>TOTALS</b>	<b>\$2,423,152</b>	<b>\$1,191,405</b>	<b>\$2,076</b>	<b>\$1,193,481</b>	<b>\$1,193,481</b>	<b>49.3%</b>	<b>\$1,229,671</b>

Fund#	EXPENSES 11/31/2023	FY24	TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
		Adopted Budget	PREVIOUS MONTH	EXPENSES - 11/2023	11/30/23	SPENT	
	<b>Personnel</b>						
200	MIS Salaries & Wages	\$525,982	\$160,643	\$60,348	\$220,991	42.0%	\$304,991
201	Non-MIS Salary & Wages	\$701,778	\$203,587	\$75,152	\$278,738	39.7%	\$423,040
202	Benefits for Staff/Retirees	\$352,192	\$100,618	\$28,707	\$129,325	36.7%	\$222,867
	<b>Total Personnel</b>	<b>\$1,579,952</b>	<b>\$464,848</b>	<b>\$164,207</b>	<b>\$629,054</b>	<b>39.8%</b>	<b>\$950,897</b>
	<b>Books &amp; Materials</b>						
300	Books	\$105,000	\$27,342	\$13,784	\$41,126	39.2%	\$63,874
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$9,455	\$2,371	\$11,826	39.4%	\$18,174
303	Print News & Periodicals	\$10,000	\$0	\$7,030	\$7,030	70.3%	\$2,970
304	Audiovisual Materials	\$25,000	\$6,003	\$3,218	\$9,221	36.9%	\$15,779
305	Electronic Materials	\$5,500	\$8,479	\$1,586	\$10,065	183.0%	(\$4,565)
306	Material Services Supplies	\$6,000	\$637	\$2,166	\$2,803	46.7%	\$3,197
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$9,200	\$15,000	\$24,200	96.8%	\$800
	<b>Total Books &amp; Materials</b>	<b>\$227,500</b>	<b>\$61,116</b>	<b>\$45,155</b>	<b>\$106,271</b>	<b>46.7%</b>	<b>\$121,229</b>
	<b>Capital Expenditures</b>						
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$15,000	\$10,000	\$2,208	\$12,208	81.4%	\$2,792
401	Computer Hardware	\$70,000	\$0	\$1,873	\$1,873	2.7%	\$68,127
	<b>Total Capital Expenditures</b>	<b>\$85,000</b>	<b>\$10,000</b>	<b>\$4,080</b>	<b>\$14,080</b>	<b>16.6%</b>	<b>\$70,920</b>
	<b>Contractual</b>						
500	Lyrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
	Software & Web Based App.						
501	Licensing Contracts	\$60,000	\$34,951	\$728	\$35,679	59.5%	\$24,321
502	Audit	\$21,500	\$3,480	\$0	\$3,480	16.2%	\$18,020
503	Cataloging MARC Records	\$3,000	\$5,120	\$0	\$5,120	170.7%	(\$2,120)
505	Computer Support/Service Calls	\$70,000	\$27,139	\$6,644	\$33,783	48.3%	\$36,217



Fund#	EXPENSES 11/30/2023	FY24		TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 11/2023	TOTAL EXPENSES 11/30/23	PERCENTAGE SPENT	BALANCE
		Adopted Budget						
507	Telecomm Internet Line Charges	\$40,000		\$14,153	\$3,826	\$17,980	44.9%	\$22,020
508	Printing and Publications	\$5,000		\$1,464	\$0	\$1,464	29.3%	\$3,537
	<b>Total Contractual</b>	<b>\$202,600</b>		<b>\$86,307</b>	<b>\$11,198</b>	<b>\$97,505</b>	<b>48.1%</b>	<b>\$105,095</b>
	<b>Facilities/Maint./Operations</b>							
600	Equip. Repair & Maintenance	\$7,000		\$1,391	\$305	\$1,696	24.2%	\$5,304
601	TLC Maintenance Contract	\$16,500		\$16,492	\$0	\$16,492	100.0%	\$8
602	Facilities and Rent	\$76,650		\$25,200	\$6,300	\$31,500	41.1%	\$45,150
603	Supplies	\$20,000		\$7,513	\$4,627	\$12,140	60.7%	\$7,860
604	Travel / Workshops /Conf. Fees	\$5,000		\$2,642	\$1,896	\$4,538	90.8%	\$462
605	Training / Education	\$2,000		\$289	\$679	\$968	48.4%	\$1,032
606	Utilities	\$3,750		\$1,118	\$203	\$1,321	35.2%	\$2,429
607	Telephone (Voice)	\$13,600		\$3,906	\$1,002	\$4,908	36.1%	\$8,692
608	Insurance	\$12,750		\$39	\$0	\$39	0.3%	\$12,711
609	Vehicle Maintenance & Fuel	\$5,000		\$670	\$115	\$785	15.7%	\$4,215
610	Job & Contracting Advertising	\$2,500		\$0	\$0	\$0	0.0%	\$2,500
611	Promotional Advertising	\$2,000		\$391	\$0	\$391	19.5%	\$1,609
612	Organization/Association Dues	\$3,500		\$270	\$494	\$764	21.8%	\$2,736
613	Postage	\$5,500		\$2,013	\$281	\$2,294	41.7%	\$3,206
614	Janitorial	\$94,000		\$31,557	\$7,369	\$38,927	41.4%	\$55,073
615	Other Building Maintenance	\$9,000		\$6,164	\$5,041	\$11,205	124.5%	(\$2,205)
616	Restricted - Donation/Grant	\$2,500		\$0	\$2,500	\$2,500	100.0%	\$0
	<b>Total</b>	<b>\$281,250</b>		<b>\$99,656</b>	<b>\$30,812</b>	<b>\$130,468</b>	<b>46.4%</b>	<b>\$150,782</b>
	<b>Facilities/Maint./Operations</b>							
	<b>Programs/Activites/Other</b>							
700	YS Summer Reading Program	\$7,000		\$425	\$0	\$425	6.1%	\$6,575
701	YS Programming & Supplies	\$4,500		\$1,738	\$203	\$1,941	43.1%	\$2,559
703	Adult Programming & Supplies	\$8,000		\$3,132	\$1,574	\$4,706	58.8%	\$3,294

Fund#	EXPENSES 11/30/2023	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 11/2023	TOTAL EXPENSES 11/30/23	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	\$7,048	\$989	\$8,037	84.6%	\$1,463
<b>Total Programs/Activ./Other</b>		<b>\$49,350</b>	<b>\$12,343</b>	<b>\$2,767</b>	<b>\$15,109</b>	<b>30.6%</b>	<b>\$34,241</b>
<b>GRAND TOTALS</b>		<b>\$2,425,652</b>	<b>\$734,270</b>	<b>\$258,218</b>	<b>\$992,488</b>	<b>40.9%</b>	<b>\$1,433,164</b>

Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/5/23	200770	21000-100	Federal Taxes Withheld	3,263.54	
			Social Security Taxes		
10/5/23	200770	22000-100	Withheld	3,019.55	
10/5/23	200770	22000-100	SB Social Security	134.27	
10/5/23	200770	22000-100	ARLS Social Security	2,885.28	
10/5/23	200770	23000-100	Medicare Taxes Withheld	706.19	
10/5/23	200770	23000-100	SB Medicare Taxes	31.40	
10/5/23	200770	23000-100	ARLS Medicare	674.79	
			Electronic Federal Tax		
10/5/23	200770	10006-100	Payment		10,715.02
10/19/23	200771	21000-100	Federal Taxes Withheld	3,238.40	
			Social Security Taxes		
10/19/23	200771	22000-100	Withheld	2,971.59	
10/19/23	200771	22000-100	SB Social Security	134.27	
10/19/23	200771	22000-100	ARLS Social Security	2,837.32	
10/19/23	200771	23000-100	Medicare Taxes Withheld	694.96	
10/19/23	200771	23000-100	SB Medicare Taxes	31.40	
10/19/23	200771	23000-100	ARLS Medicare	663.56	
			Electronic Federal Tax		
10/19/23	200771	10006-100	Payment		10,571.50
10/5/23	2013-904	27000-300	EZ Link Withheld	217.60	
10/5/23	2013-904	70460-100	EZ Link Retirement	508.23	
10/5/23	2013-904	10006-100	Treasurer of Virginia		725.83
10/5/23	2013-905	27000-400	EZ Link Voluntary	432.86	
10/5/23	2013-905	10006-100	Treasurer of Virginia		432.86
10/10/23	2013-906	70540-600	FC Life Insurance	64.21	
10/10/23	2013-906	70540-600	FC VRS Retirement	185.92	
10/10/23	2013-906	27000-200	VRS Withheld	3,086.52	
10/10/23	2013-906	70460-100	ARLS VRS Insurance	871.24	
10/10/23	2013-906	70460-100	ARLS VRS Retirement	1,882.94	
10/10/23	2013-906	10006-100	Treasurer of Virginia		6,090.83
10/19/23	2013-909	27000-400	EZ Link Voluntary	434.92	
10/19/23	2013-909	10006-100	Treasurer of Virginia		434.92
10/19/23	2013-910	27000-300	EZ Link Withheld	217.60	
10/19/23	2013-910	70460-100	EZ Link Retirement	508.23	
10/19/23	2013-910	10006-100	Treasurer of Virginia		725.83
10/12/23	2024-100E	80230-100	Invoice: 67648168	75.25	
10/12/23	2024-100E	80230-100	Invoice: 62977680	13.15	
10/12/23	2024-100E	80230-100	Invoice: 62976465	152.34	
10/12/23	2024-100E	80230-100	Invoice: 67647685	24.22	
10/12/23	2024-100E	80230-100	Invoice: 60270027	10.78	
10/12/23	2024-100E	80230-100	Invoice: 62975254	92.02	
10/12/23	2024-100E	80230-100	Invoice: 62975261	7.18	
10/12/23	2024-100E	80230-100	Invoice: 62980459	13.69	
10/12/23	2024-100E	80230-100	Invoice: 62979234	11.15	
10/12/23	2024-100E	80010-100	Invoice: 67648170	905.35	

Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/12/23	2024-100E	80010-100	Invoice: 62977683	113.09	
10/12/23	2024-100E	80010-100	Invoice: 62976466	48.21	
10/12/23	2024-100E	80010-100	Invoice: 62976467	20.50	
10/12/23	2024-100E	80010-100	Invoice: 62980462	40.47	
10/12/23	2024-100E	80025-100	Invoice: 62977682	945.19	
10/12/23	2024-100E	80025-100	Invoice: 67647686	269.44	
10/12/23	2024-100E	80025-100	Invoice: 62979236	318.20	
10/12/23	2024-100E	80030-100	Invoice: 67648169	107.70	
10/12/23	2024-100E	80030-100	Invoice: 62980461	998.70	
10/12/23	2024-100E	80200-100	Invoice: 67648171	27.18	
10/12/23	2024-100E	80200-100	Invoice: 62976468	34.46	
10/12/23	2024-100E	80200-100	Invoice: 62975260	49.47	
10/12/23	2024-100E	80200-100	Invoice: 60270026	14.98	
10/12/23	2024-100E	80210-100	Invoice: 62977681	34.06	
10/12/23	2024-100E	80210-100	Invoice: 62975255	144.94	
10/12/23	2024-100E	80210-100	Invoice: 62975253	22.34	
10/12/23	2024-100E	80210-100	Invoice: 62980460	16.04	
10/12/23	2024-100E	80210-100	Invoice: 62979235	75.60	
10/12/23	2024-100E	80210-100	Invoice: 62979233	36.12	
10/12/23	2024-100E	80210-100	Invoice: 62980883	30.88	
10/12/23	2024-100E	80230-100	Invoice: 62980882	13.69	
10/12/23	2024-100E	80230-100	Invoice: 67650342	14.36	
10/12/23	2024-100E	80230-100	Invoice: 62981821	25.30	
10/12/23	2024-100E	80210-100	Invoice: 62981822	79.39	
10/12/23	2024-100E	80200-100	Invoice: 62981826	26.98	
10/12/23	2024-100E	80210-100	Invoice: 62982673	29.78	
10/12/23	2024-100E	80230-100	Invoice: 62982672	10.61	
10/12/23	2024-100E	80210-100	Invoice: 62982671	22.40	
10/12/23	2024-100E	80210-100	Invoice: 62983504	42.76	
10/12/23	2024-100E	80210-100	Invoice: 62983505	49.05	
10/12/23	2024-100E	10006-100	Ingram Library Services		4,967.02
10/12/23	2024-101E	85110-100	Invoice: Amazon 9751	150.13	
10/12/23	2024-101E	85110-100	Invoice: Amazon 9725	16.58	
10/12/23	2024-101E	80025-100	Invoice: Amazon 100123	89.97	
10/12/23	2024-101E	80210-100	Invoice: Amazon 100323	15.30	
10/12/23	2024-101E	80210-100	Invoice: 1VXK-JD6P- DRDR	-0.25	
10/12/23	2024-101E	10006-100	Amazon.com		271.73
10/12/23	2024-102E	70470-100	Retirees Health Insurance Anthem BlueCross	422.00	
10/12/23	2024-102E	10006-100	BlueShield		422.00
10/12/23	2024-103E	70550-600	FC Health Insurance	877.50	
10/12/23	2024-103E	70470-100	ARLS Health Insurance Anthem BlueCross	14,538.74	
10/12/23	2024-103E	10006-100	BlueShield		15,416.24

Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/12/23	2024-104E	84100-200	#8299 60 017 0205967 Telephone - HQ	433.80	
10/12/23	2024-104E	82600-200	#8299 60 017 0205967 Internet - HQ	504.69	
10/12/23	2024-104E	10006-100	Comcast Communications		938.49
10/12/23	2024-105E	84100-450	#8299 60 019 0106328 Telephone - PG	154.80	
10/12/23	2024-105E	82600-450	#8299 60 019 0106328 Internet - PG	414.75	
10/12/23	2024-105E	10006-100	Comcast Communications		569.55
10/12/23	2024-106E	82600-410	#8299 60 020 0356327 Internet - Carson	300.91	
10/12/23	2024-106E	10006-100	Comcast Communications		300.91
10/12/23	2024-107E	84100-430	#8299 60 019 0107136 Telephone - Disputanta	62.90	
10/12/23	2024-107E	82600-430	#8299 60 019 0107136 Internet - Disputanta	284.03	
10/12/23	2024-107E	10006-100	Comcast Communications		346.93
10/12/23	2024-108E	83700-450	Metal Letters - PG	641.67	
10/12/23	2024-108E	10006-100	DEMCO, Inc.		641.67
10/12/23	2024-109E	84000-420	Utilities - Dinwiddie	23.04	
10/12/23	2024-109E	84000-430	Utilities - Disputanta	23.04	
10/12/23	2024-109E	84000-440	Utilities - McKenney	23.04	
10/12/23	2024-109E	84000-450	Utilities - PG	23.05	
10/12/23	2024-109E	10006-100	Diamond Springs		92.17
10/12/23	2024-110E	82450-100	Monthly Billing for October	2,634.28	
10/12/23	2024-110E	82450-100	Managed Workstations	3,919.02	
10/12/23	2024-110E	82450-100	Cloud Storage	20.88	
10/12/23	2024-110E	82450-100	Internet	80.00	
10/12/23	2024-110E	10006-100	E-N Computers, Inc.		6,654.18
10/12/23	2024-111E	85850-100	Shred-it	80.22	
10/12/23	2024-111E	10006-100	Shred-It USA LLC		80.22
10/12/23	2024-112E	82070-100	Westlaw Proflex - September	508.74	
10/12/23	2024-112E	10006-100	Thomson Reuters - West		508.74
10/12/23	2024-113E	82600-200	Mobile Internet	850.69	
10/12/23	2024-113E	10006-100	T-Mobile		850.69
10/12/23	2024-114E	20200-400	Truist 10/22/23	5,444.41	
10/12/23	2024-114E	10006-100	Truist		5,444.41
10/16/23	2024-115E	10007-100	Gross MLS	15,352.17	
10/16/23	2024-115E	10007-100	Gross Non MLS	8,965.88	
10/16/23	2024-115E	10007-100	Gross Hourly	13,425.26	

Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/16/23	2024-115E	10007-100	Gross Smart Beginnings	1,752.95	
10/16/23	2024-115E	10006-100	ARLS-Payroll		39,496.26
10/30/23	2024-116E	10007-100	Gross MLS	15,352.17	
10/30/23	2024-116E	10007-100	Gross Non MLS	8,965.88	
10/30/23	2024-116E	10007-100	Gross Hourly	14,193.88	
10/30/23	2024-116E	10007-100	Gross Smart Beginnings	1,752.95	
10/30/23	2024-116E	10006-100	ARLS-Payroll		40,264.88
10/3/23	2024-99E	10007-100	Gross MLS	15,352.17	
10/3/23	2024-99E	10007-100	Gross Non MLS	8,965.88	
10/3/23	2024-99E	10007-100	Gross Hourly	14,114.33	
10/3/23	2024-99E	10007-100	Gross Smart Beginnings	1,752.95	
10/3/23	2024-99E	10006-100	ARLS-Payroll		40,185.33
10/12/23	43747V	82700-100	Trustee Brochures		-141.00
10/12/23	43747V	10006-100	Johnson Printing Service	-141.00	
10/12/23	43840	80460-100	Invoice: 2121123	357.35	
10/12/23	43840	10006-100	Blackstone Publishing		357.35
10/12/23	43841	80020-100	Invoice: 5018560112	140.37	
10/12/23	43841	10006-100	Baker & Taylor		140.37
10/12/23	43842	80410-100	Invoice: 504411573	27.22	
10/12/23	43842	80405-100	Invoice: 504383526	194.48	
10/12/23	43842	80440-100	Invoice: 504383527	247.98	
10/12/23	43842	80410-100	Invoice: 504432359	52.94	
10/12/23	43842	80440-100	Invoice: 504443113	24.18	
10/12/23	43842	80440-100	Invoice: 504443111	34.58	
10/12/23	43842	80405-100	Invoice: 504443112	426.49	
10/12/23	43842	10006-100	Midwest Tape		1,007.87
10/12/23	43843	82910-200	Copiers - Base Charge	16.58	
10/12/23	43843	82910-200	Copiers - Usage Charge	36.27	
10/12/23	43843	10006-100	Canon Financial Services, Inc.		52.85
10/12/23	43844	83500-420	Rent - Dinwiddie Library	300.00	
10/12/23	43844	83500-440	Rent - McKenney Library	300.00	
10/12/23	43844	83500-460	Rent - Rohoic Library	300.00	
10/12/23	43844	10006-100	County of Dinwiddie Rent - Burrowsville		900.00
10/12/23	43845	83500-480	Library	300.00	
10/12/23	43845	83500-430	Rent - Disputanta Library	150.00	
10/12/23	43845	83500-450	Rent - PG Library	1,200.00	
10/12/23	43845	10006-100	County of Prince George Travel - HQ 9/28/23,		1,650.00
10/12/23	43846	83810-200	9/29/23	43.68	
10/12/23	43846	10006-100	Elizabeth Trop		43.68

Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/12/23	43847	83910-100	Controlled Digital Lending Webinar	71.10	
10/12/23	43847	83910-100	Developing the AF Collection Webinar	71.10	
10/12/23	43847	10006-100	Catherine Field		142.20
10/12/23	43848	83810-200	Travel - HQ 9/13/23, 9/14/23, 9/23/23	59.18	
10/12/23	43848	10006-100	Rija Mughal		59.18
10/12/23	43849	84100-410	Telephone - Carson Granite	133.55	
10/12/23	43849	10006-100	Telecommunications		133.55
10/2/23	43850	10006-100	Voided Check		
10/12/23	43851	84900-410	Grounds Maintenance - Carson	358.50	
10/12/23	43851	10006-100	Heaton's Lawn Maintenance, LLC		358.50
10/12/23	43852	83500-200	Rent - Hopewell Library	3,750.00	
10/12/23	43852	84300-100	Inv #9977 - Fuel - All Vehicles	172.08	
10/12/23	43852	10006-100	Hopewell City Treasurer		3,922.08
10/12/23	43853	82700-100	Trustee Brochures	141.00	
10/12/23	43853	10006-100	Johnson Printing Service		141.00
10/12/23	43854	84800-200	Janitorial - HQ	4,382.69	
10/12/23	43854	84800-410	Janitorial - Carson	220.00	
10/12/23	43854	84800-420	Janitorial - Dinwiddie	350.00	
10/12/23	43854	84800-430	Janitorial - Disputanta	256.00	
10/12/23	43854	84800-440	Janitorial - McKenney	250.00	
10/12/23	43854	84800-450	Janitorial - PG	1,485.58	
10/12/23	43854	84800-460	Janitorial - Rohoic	220.00	
10/12/23	43854	84800-480	Janitorial - Burrowsville	195.00	
10/12/23	43854	10006-100	MCS Services, Inc.		7,359.27
10/12/23	43855	84900-200	Monitoring of Alarms - HQ	55.00	
10/12/23	43855	84900-450	Monitoring of Alarms - PG	59.00	
10/12/23	43855	10006-100	Petersburg Alarm Company, Inc.		114.00
10/12/23	43856	81000-300	Advance Digital Payment - Hoopla	2,000.00	
10/12/23	43856	10006-100	Midwest Tape		2,000.00
10/12/23	43857	83700-100	2 Cases of Water for Book Sale	11.62	
10/12/23	43857	10006-100	Megan Raney		11.62

Appomattox Reg Library System  
 Cash Disbursements Journal  
 For the Period From Oct 1, 2023 to Oct 31, 2023

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

<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
10/12/23	43858	85200-100	Chair Yoga 10/4, 10/11/23	80.00	
10/12/23	43858	10006-100	Lauren Hannon Inv #0001654893 - 2023		80.00
10/12/23	43859	80060-100	World Book Encyclopedias	1,998.00	
10/12/23	43859	10006-100	World Book, Inc.		1,998.00
	<b>Total</b>			<u>207,478.73</u>	<u>207,478.73</u>



Appomattox Reg Library System

Amazon Expenses

For the Period From Oct 1, 2023 to Oct 6, 2023

Filter Criteria includes: 1) Vendor IDs: Amazon; 2) Includes Drop Shipmen

Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
10/1/23	80025-100	Adult Fiction	Amazon 100123	AF	89.97	
		Supplies - Youth				
10/1/23	85110-100	Services	Amazon 9725	Magenta Paint	16.58	
		Supplies - Youth		Wipes, Paint, Heater,		
10/1/23	85110-100	Services	Amazon 9751	Dowel Rods	150.13	
10/3/23	80210-100	Adult Fiction - SO	Amazon 100323	AFSO	15.30	
				<b>CK #2024-101E</b>		<b>271.98</b>

Appomattox Reg Library System

Truist CK #2024-114E

10/12/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/29/23	Staples 9715	83700-100	Rubberbands, Trimmer, Hole Punch	151.66	
8/29/23	Staples 9715	84810-100	Lysol Cleaner	43.49	
8/29/23	Staples 9715	20200-400	Staples, Inc.		195.15
8/30/23	Dollar 9720	85110-100	Supplies - Youth Services	47.70	
8/30/23	Dollar 9720	20200-400	Dollar Tree		47.70
8/30/23	Hobby 9719	85110-100	Crafts, Jewelry	213.24	
8/30/23	Hobby 9719	20200-400	Hobby Lobby		213.24
8/31/23	Google 8/31/23	82020-100	Google E-Mail	388.76	
8/31/23	Google 8/31/23	20200-400	Google		388.76
8/31/23	LOV 9711	85830-100	E-Rate Services thru 6/2024	2,687.31	
8/31/23	LOV 9711	20200-400	Library of Virginia		2,687.31
8/31/23	Read 8/31/23	80210-100	Adult Fiction - SO	28.40	
8/31/23	Read 8/31/23	20200-400	Reader Service		28.40
8/31/23	Target 9723	85200-100	Staff SRP Prize	50.00	
8/31/23	Target 9723	20200-400	Target		50.00
9/6/23	Target 9732	81100-200	Coffe Pot - HQ	84.23	
9/6/23	Target 9732	20200-400	Target		84.23
9/7/23	RVA 9729	85800-100	Shirts for Staff Day	835.45	
9/7/23	RVA 9729	20200-400	RVA Threads		835.45
9/13/23		82000-100	Software Licenses	29.99	
9/13/23		20200-400	Adobe Indesign		29.99
9/14/23	91423CC	80020-100	Invoice: 82273733	13.29	
9/14/23	91423CC	20200-400	Cengage Learning Inc/Gale		13.29
9/14/23	Rural 9/14/23	82600-480	Internet - Burrowsville	219.00	
9/14/23	Rural 9/14/23	20200-400	RuralBand		219.00
9/18/23	Big 9743	83700-100	Command Hooks	36.78	
9/18/23	Big 9743	20200-400	Big Lots		36.78
9/19/23	Johnson 9740	85800-100	Flowers in Memory - M. Sykes	98.57	
9/19/23	Johnson 9740	20200-400	Johnson & Son Funeral Home		98.57
9/21/23	Staples	83700-100	Ink Stamps	77.97	
9/21/23	Staples	20200-400	Staples, Inc.		77.97
9/21/23	Staples 9741	83700-100	Ink, Paper, Clips, Labels	372.97	
9/21/23	Staples 9741	20200-400	Staples, Inc.		372.97
9/22/23	Route 9744	85800-100	Lunch for Sept Board Mtg	65.60	
9/22/23	Route 9744	20200-400	Route 1 County Store		65.60
	Total			5,444.41	5,444.41

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Nov 1, 2023 to Nov 30, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/2/23	200772	21000-100	Federal Taxes Withheld	3,219.53	
			Social Security Taxes		
11/2/23	200772	22000-100	Withheld	3,021.92	
11/2/23	200772	22000-100	SB Social Security	137.27	
11/2/23	200772	22000-100	ARLS Social Security	2,884.65	
			Medicare Taxes		
11/2/23	200772	23000-100	Withheld	706.72	
11/2/23	200772	23000-100	SB Medicare Taxes	31.40	
11/2/23	200772	23000-100	ARLS Medicare	675.32	
			Electronic Federal Tax		
11/2/23	200772	10006-100	Payment		10,676.81
11/16/23	200773	21000-100	Federal Taxes Withheld	3,068.48	
			Social Security Taxes		
11/16/23	200773	22000-100	Withheld	2,841.40	
11/16/23	200773	22000-100	SB Social Security	134.27	
11/16/23	200773	22000-100	ARLS Social Security	2,707.13	
			Medicare Taxes		
11/16/23	200773	23000-100	Withheld	664.50	
11/16/23	200773	23000-100	SB Medicare Taxes	31.40	
11/16/23	200773	23000-100	ARLS Medicare	633.10	
			Electronic Federal Tax		
11/16/23	200773	10006-100	Payment		10,080.28
11/30/23	200774	21000-100	Federal Taxes Withheld	3,141.27	
			Social Security Taxes		
11/30/23	200774	22000-100	Withheld	2,858.54	
11/30/23	200774	22000-100	SB Social Security	137.12	
11/30/23	200774	22000-100	ARLS Social Security	2,721.42	
			Medicare Taxes		
11/30/23	200774	23000-100	Withheld	668.57	
11/30/23	200774	23000-100	SB Medicare Taxes	32.07	
11/30/23	200774	23000-100	ARLS Medicare	636.50	
			Electronic Federal Tax		
11/30/23	200774	10006-100	Payment		10,195.49
11/2/23	2013-912	27000-300	EZ Link Withheld	217.60	
11/2/23	2013-912	70460-100	EZ Link Retirement	508.23	
11/2/23	2013-912	10006-100	Treasurer of Virginia		725.83
11/2/23	2013-913	70460-100	EZ Link Voluntary	433.89	
11/2/23	2013-913	10006-100	Treasurer of Virginia		433.89
11/9/23	2013-914	70540-600	FC Life Insurance	64.21	
11/9/23	2013-914	70540-600	FC VRS Retirement	185.92	
11/9/23	2013-914	27000-200	VRS Withheld	3,211.08	
11/9/23	2013-914	70460-100	ARLS VRS Insurance	912.97	

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11/9/23	2013-914	70460-100	ARLS VRS Retirement	1,997.03	
11/9/23	2013-914	10006-100	Treasurer of Virginia		6,371.21
11/16/23	2013-917	27000-300	EZ Link Withheld	216.60	
11/16/23	2013-917	70460-100	EZ Link Retirement	508.23	
11/16/23	2013-917	10006-100	Treasurer of Virginia		724.83
11/16/23	2013-918	27000-400	EZ Link Voluntary	433.89	
11/16/23	2013-918	10006-100	Treasurer of Virginia		433.89
			Invoice: Amazon		
11/2/23	2024-117E	85110-100	9751.1	10.98	
			Invoice: Amazon 9761	259.85	
11/2/23	2024-117E	83700-100	Invoice: Amazon 9760	195.13	
11/2/23	2024-117E	83700-200	Invoice: Amazon 9760	195.13	
11/2/23	2024-117E	83700-100	Invoice: Amazon 9775	77.94	
11/2/23	2024-117E	84810-100	Invoice: Amazon 9775	9.99	
			Invoice: Amazon		
11/2/23	2024-117E	80015-100	101123	11.49	
			Invoice: Amazon		
11/2/23	2024-117E	80038-100	101123	23.94	
11/2/23	2024-117E	10006-100	Amazon.com		589.32
			#8299 60 021 0013348		
11/2/23	2024-118E	84100-440	Telephone - McKenney	94.85	
			#8299 60 021 0013348		
11/2/23	2024-118E	82600-440	Internet - McKenney	404.11	
			Comcast		
11/2/23	2024-118E	10006-100	Communications		498.96
			#8299 60 020 0107829		
11/2/23	2024-119E	84100-460	Telephone - Rohoic	64.40	
			#8299 60 020 0107829		
11/2/23	2024-119E	82600-460	Internet - Rohoic	300.89	
			Comcast		
11/2/23	2024-119E	10006-100	Communications		365.29
			#8299 60 020 0108397		
11/2/23	2024-120E	84100-420	Telephone - Dinwiddie	64.40	
			#8299 60 020 0108397		
11/2/23	2024-120E	82600-420	Internet - Dinwiddie	300.89	
			Comcast		
11/2/23	2024-120E	10006-100	Communications		365.29
11/2/23	2024-121E	20200-200	Sams 11/08/23	1,208.50	

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11/2/23	2024-121E	10006-100	Sam's Club Direct		1,208.50
11/2/23	2024-122E	80230-100	Invoice: 62985729	5.98	
11/2/23	2024-122E	80230-100	Invoice: 62987020	67.04	
11/2/23	2024-122E	80200-100	Invoice: 62987023	68.95	
11/2/23	2024-122E	80010-100	Invoice: 62983507	30.57	
11/2/23	2024-122E	80010-100	Invoice: 62981825	24.27	
11/2/23	2024-122E	80010-100	Invoice: 67650340	599.38	
11/2/23	2024-122E	80010-100	Invoice: 62985727	221.41	
11/2/23	2024-122E	80210-100	Invoice: 62968674	22.40	
11/2/23	2024-122E	80210-100	Invoice: 78539023CM	-14.20	
11/2/23	2024-122E	80210-100	Invoice: 62985724	31.80	
11/2/23	2024-122E	80210-100	Invoice: 62985728	10.53	
11/2/23	2024-122E	80210-100	Invoice: 62987021	68.18	
11/2/23	2024-122E	80015-100	Invoice: 67650341	21.58	
11/2/23	2024-122E	80015-100	Invoice: 62982675	777.76	
11/2/23	2024-122E	80038-100	Invoice: 62980884	878.75	
11/2/23	2024-122E	80038-100	Invoice: 62981824	24.27	
11/2/23	2024-122E	80038-100	Invoice: 62987022	24.27	
11/2/23	2024-122E	80025-100	Invoice: 62981823	93.05	
11/2/23	2024-122E	80025-100	Invoice: 62982674	32.06	
11/2/23	2024-122E	80025-100	Invoice: 62983506	97.44	
11/2/23	2024-122E	80025-100	Invoice: 62985725	51.15	
11/2/23	2024-122E	80025-100	Invoice: 62985726	30.60	
11/2/23	2024-122E	10006-100	Ingram Library Services		3,167.24
11/9/23	2024-123E	80300-200	HQ Magazines	3,425.74	
11/9/23	2024-123E	80300-410	Carson Magazines	482.14	
11/9/23	2024-123E	80300-420	Dinwiddie Magazines	456.77	
11/9/23	2024-123E	80300-430	Disputanta Magazines	152.26	
11/9/23	2024-123E	80300-440	McKenney Magazines	444.08	
11/9/23	2024-123E	80300-450	PG Magazines	1,027.73	
11/9/23	2024-123E	80300-460	Rohoic Magazines	279.14	
11/9/23	2024-123E	80300-480	Burrowsville Magazines	76.13	
11/9/23	2024-123E	10006-100	EBSCO Information Services		6,343.99
11/9/23	2024-124E	20200-400	Truist 10/27/23	5,870.38	
11/9/23	2024-124E	10006-100	Truist		5,870.38
11/9/23	2024-125E	80038-100	Invoice: 67659291	108.53	
11/9/23	2024-125E	80038-100	Invoice: 60284643	12.57	
11/9/23	2024-125E	80038-100	Invoice: 62995885	690.24	
11/9/23	2024-125E	80038-100	Invoice: 62989482	28.37	
11/9/23	2024-125E	80230-100	Invoice: 67654270	14.36	
11/9/23	2024-125E	80230-100	Invoice: 67654271	7.18	
11/9/23	2024-125E	80230-100	Invoice: 62989479	42.35	
11/9/23	2024-125E	80230-100	Invoice: 62992728	40.39	

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11/9/23	2024-125E	80230-100	Invoice: 62994954	46.18	
11/9/23	2024-125E	80230-100	Invoice: 62994958	32.36	
11/9/23	2024-125E	80230-100	Invoice: 62994956	13.30	
11/9/23	2024-125E	80230-100	Invoice: 67659288	13.15	
11/9/23	2024-125E	80230-100	Invoice: 62995881	35.33	
11/9/23	2024-125E	80210-100	Invoice: 62995886	10.53	
11/9/23	2024-125E	80210-100	Invoice: 62995882	49.06	
11/9/23	2024-125E	80210-100	Invoice: 62992727	89.02	
11/9/23	2024-125E	80210-100	Invoice: 62992735	22.78	
11/9/23	2024-125E	80210-100	Invoice: 62989477	24.78	
11/9/23	2024-125E	80210-100	Invoice: 62994955	134.91	
11/9/23	2024-125E	80210-100	Invoice: 60284639	35.04	
11/9/23	2024-125E	80210-100	Invoice: 62989747	35.02	
11/9/23	2024-125E	80210-100	Invoice: 62992729	284.48	
11/9/23	2024-125E	80210-100	Invoice: 62989484	10.53	
11/9/23	2024-125E	80210-100	Invoice: 62989480	16.57	
11/9/23	2024-125E	80210-100	Invoice: 62989478	34.12	
11/9/23	2024-125E	80010-100	Invoice: 60284644	22.06	
11/9/23	2024-125E	80010-100	Invoice: 60284640	137.60	
11/9/23	2024-125E	80010-100	Invoice: 62992730	30.09	
11/9/23	2024-125E	80010-100	Invoice: 62989748	256.67	
11/9/23	2024-125E	80010-100	Invoice: 67654269	707.35	
11/9/23	2024-125E	80200-100	Invoice: 60284646	12.99	
11/9/23	2024-125E	80200-100	Invoice: 62992734	11.24	
11/9/23	2024-125E	80200-100	Invoice: 62989483	23.98	
11/9/23	2024-125E	80025-100	Invoice: 62995883	146.57	
11/9/23	2024-125E	80025-100	Invoice: 60284641	46.29	
11/9/23	2024-125E	80025-100	Invoice: 62994957	92.65	
11/9/23	2024-125E	80025-100	Invoice: 67659289	165.54	
11/9/23	2024-125E	80025-100	Invoice: 62992732	1,276.10	
11/9/23	2024-125E	80025-100	Invoice: 62992731	32.98	
11/9/23	2024-125E	80025-100	Invoice: 62989481	51.18	
11/9/23	2024-125E	80030-100	Invoice: 62995884	967.46	
11/9/23	2024-125E	80030-100	Invoice: 60284642	29.13	
11/9/23	2024-125E	80030-100	Invoice: 67659290	53.88	
11/9/23	2024-125E	80030-100	Invoice: 62992733	27.61	
11/9/23	2024-125E	80015-100	Invoice: 60284645	21.58	
11/9/23	2024-125E	80015-100	Invoice: 62996302	630.37	
11/9/23	2024-125E	80038-100	Invoice: 62996301	43.61	
11/9/23	2024-125E	80025-100	Invoice: 62996300	19.11	
11/9/23	2024-125E	10006-100	Ingram Library Services		6,637.19
11/9/23	2024-126E	83700-100	Invoice: Amazon 9782	163.27	
11/9/23	2024-126E	80025-100	Invoice: Amazon 11/1/23	95.58	
11/9/23	2024-126E	10006-100	Amazon.com		258.85

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11/9/23	2024-127E	82600-200	#8299 60 017 0199525 Internet - HQ	81.54	
11/9/23	2024-127E	10006-100	Comcast Communications		81.54
11/9/23	2024-128E	84100-430	#8299 60 019 0107136 Telephone - Disputanta	62.90	
11/9/23	2024-128E	82600-430	#8299 60 019 0107136 Internet - Disputanta	284.71	
11/9/23	2024-128E	10006-100	Comcast Communications		347.61
11/9/23	2024-129E	80600-100	Clear Glossy Labels	1,169.82	
11/9/23	2024-129E	80600-100	Tape, Hinge Repair, Glossy Labels	869.77	
11/9/23	2024-129E	10006-100	DEMCO, Inc.		2,039.59
11/9/23	2024-130E	84000-200	Utilities - HQ	25.70	
11/9/23	2024-130E	84000-410	Utilities - Carson	25.70	
11/9/23	2024-130E	84000-480	Utilities - Burrowsville	25.71	
11/9/23	2024-130E	10006-100	Diamond Springs		77.11
11/9/23	2024-131E	84000-410	Utilities - Carson	125.22	
11/9/23	2024-131E	10006-100	Dominion Energy Virginia		125.22
11/9/23	2024-132E	82450-100	Monthly Billing for November	2,634.28	
11/9/23	2024-132E	82450-100	Managed Workstations	3,919.02	
11/9/23	2024-132E	82450-100	Cloud Storage	10.44	
11/9/23	2024-132E	82450-100	Internet	80.00	
11/9/23	2024-132E	10006-100	E-N Computers, Inc. Quarterly Website Hosting - Nov to Jan		6,643.74
11/9/23	2024-133E	82070-100	2024	150.00	
11/9/23	2024-133E	10006-100	Richweb Inc.		150.00
11/9/23	2024-134E	85850-100	Monthly Shredding	80.22	
11/9/23	2024-134E	10006-100	Shred-It USA LLC		80.22
11/9/23	2024-135E	84100-480	Telephone - Burrowsville	19.24	
11/9/23	2024-135E	10006-100	Verizon Future Content		19.24
11/13/23	2024-136E	81000-300	Purchases	15,000.00	
11/13/23	2024-136E	10006-100	OverDrive, Inc.		15,000.00
11/13/23	2024-137E	10007-100	Gross MLS	15,352.17	
11/13/23	2024-137E	10007-100	Gross Non MLS	8,965.88	
11/13/23	2024-137E	10007-100	Gross Hourly	11,656.40	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/13/23	2024-137E	10007-100	Gross Smart		
			Beginnings	1,752.95	
11/13/23	2024-137E	10006-100	ARLS-Payroll		37,727.40
11/13/23	2024-138E	81210-200	Documentation Fee for		
			Security Cameras	157.95	
11/13/23	2024-138E	10006-100	Huntington Technology		157.95
			Finance		
11/13/23	2024-139E	81210-200	Freight Billable for		
			Security Cameras	312.00	
			Huntington Technology		
11/13/23	2024-139E	10006-100	Finance		312.00
			Rent for Security		
11/13/23	2024-140E	81210-200	Cameras	1,402.60	
			Huntington Technology		
11/13/23	2024-140E	10006-100	Finance		1,402.60
11/15/23	2024-141E	80500-100	First Search Database	1,327.00	
11/15/23	2024-141E	10006-100	OCLC, Inc.		1,327.00
11/21/23	2024-142E	80020-100	Invoice: 5018631198	1,788.21	
11/21/23	2024-142E	10006-100	Baker & Taylor		1,788.21
11/21/23	2024-143E	80460-100	Invoice: 2125771	423.24	
11/21/23	2024-143E	80460-100	Invoice: 2125425	38.94	
11/21/23	2024-143E	10006-100	Blackstone Publishing		462.18
11/21/23	2024-144E	80405-100	Invoice: 504613991	583.10	
11/21/23	2024-144E	80410-100	Invoice: 504613129	32.22	
11/21/23	2024-144E	80440-100	Invoice: 504613992	220.34	
11/21/23	2024-144E	10006-100	Midwest Tape		835.66
11/21/23	2024-145E	80210-100	Invoice: 62996304	21.58	
11/21/23	2024-145E	80200-100	Invoice: 62996303	26.98	
11/21/23	2024-145E	80015-100	Invoice: 62998872	39.08	
11/21/23	2024-145E	80230-100	Invoice: 62998869	17.11	
11/21/23	2024-145E	80200-100	Invoice: 62998873	11.99	
11/21/23	2024-145E	80025-100	Invoice: 62998870	65.53	
11/21/23	2024-145E	80030-100	Invoice: 67661581	10.78	
11/21/23	2024-145E	80030-100	Invoice: 62998871	34.09	
11/21/23	2024-145E	80010-100	Invoice: 67661580	685.40	
11/21/23	2024-145E	80015-100	Invoice: 67661582	47.30	
11/21/23	2024-145E	80210-100	Invoice: 62998866	35.02	
11/21/23	2024-145E	80230-100	Invoice: 62998867	32.83	
11/21/23	2024-145E	80210-100	Invoice: 62998868	67.78	
11/21/23	2024-145E	10006-100	Ingram Library		1,095.47
			Services		
			Background		
			Verifications - Lambert,		
11/21/23	2024-146E	85800-100	Wolfe	432.00	
11/21/23	2024-146E	10006-100	Active Screening		432.00



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11/21/23	2024-147E	81100-100	Invoice: Amazon 9789	318.66	
11/21/23	2024-147E	85110-100	Invoice: Amazon 9797	84.67	
11/21/23	2024-147E	83700-200	Invoice: Amazon 9796	33.98	
11/21/23	2024-147E	85210-100	Invoice: Amazon 9810	664.11	
11/21/23	2024-147E	83700-200	Invoice: Amazon 9816	13.86	
11/21/23	2024-147E	83700-100	Invoice: Amazon 9820	39.48	
11/21/23	2024-147E	80460-100	Invoice: Amazon 11/09/23.1	6.79	
11/21/23	2024-147E	80015-100	Invoice: Amazon 11/9/23.2	20.78	
11/21/23	2024-147E	80015-100	Invoice: Amazon 11/9/23.3	55.13	
11/21/23	2024-147E	10006-100	Amazon.com		1,237.46
11/21/23	2024-148E	70470-100	Retirees Health Insurance	422.00	
11/21/23	2024-148E	10006-100	Anthem BlueCross BlueShield		422.00
11/21/23	2024-149E	70550-600	FC Health Insurance	877.50	
11/21/23	2024-149E	70470-100	ARLS Health Insurance Anthem BlueCross	14,538.74	
11/21/23	2024-149E	10006-100	BlueShield		15,416.24
11/21/23	2024-150E	84100-200	#8299 60 017 0205967 Telephone - HQ	433.80	
11/21/23	2024-150E	82600-200	#8299 60 017 0205967 Internet - HQ	504.69	
11/21/23	2024-150E	10006-100	Comcast Communications		938.49
11/21/23	2024-151E	82600-410	#8299 60 020 0356327 Internet - Carson	300.91	
11/21/23	2024-151E	10006-100	Comcast Communications		300.91
11/21/23	2024-152E	84100-460	#8299 60 020 0107829 Telephone - Rohoic	64.40	
11/21/23	2024-152E	82600-460	#8299 60 020 0107829 Internet - Rohoic	300.89	

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11/21/23	2024-152E	10006-100	Comcast Communications		365.29
11/21/23	2024-153E	84100-420	#8299 60 020 0108397 Telephone - Dinwiddie	64.40	
11/21/23	2024-153E	82600-420	#8299 60 020 0108397 Internet - Dinwiddie	300.89	
11/21/23	2024-153E	10006-100	Comcast Communications		365.29
11/21/23	2024-154E	84700-100	Ink for Postage Meter	243.47	
11/21/23	2024-154E	10006-100	Purchase Power		243.47
11/21/23	2024-155E	82070-100	Westlaw Proflex - October	508.74	
11/21/23	2024-155E	10006-100	Thomson Reuters - West		508.74
11/21/23	2024-156E	82600-200	Mobile Internet	827.67	
11/21/23	2024-156E	10006-100	T-Mobile		827.67
11/27/23	2024-157E	10007-100	Gross MLS	16,682.17	
11/27/23	2024-157E	10007-100	Gross Non MLS	9,631.75	
11/27/23	2024-157E	10007-100	Gross Hourly	11,259.23	
11/27/23	2024-157E	10007-100	Gross Smart Beginnings	1,863.72	
11/27/23	2024-157E	10006-100	ARLS-Payroll		39,436.87
11/2/23	43860	80460-100	Invoice: 2116471	435.22	
11/2/23	43860	10006-100	Blackstone Publishing		435.22
11/2/23	43861	80250-100	Invoice: 5018583020	150.34	
11/2/23	43861	80020-100	Invoice: 5018580769	1,522.04	
11/2/23	43861	10006-100	Baker & Taylor		1,672.38
11/2/23	43862	80410-100	Invoice: 504470632	58.94	
11/2/23	43862	80440-100	Invoice: 504470635	133.74	
11/2/23	43862	80405-100	Invoice: 504470634	207.94	
11/2/23	43862	10006-100	Midwest Tape		400.62
11/2/23	43863	84900-200	Nursing Room	179.46	
11/2/23	43863	84910-200	Nursing Room - Grant D.F. Lunsford	2,500.00	
11/2/23	43863	10006-100	Construction		2,679.46
11/2/23	43864	80060-100	Polk City Directory - Tri-Cities	395.00	
11/2/23	43864	10006-100	InfoUSA Marketing, Inc.		395.00
11/2/23	43865	84900-200	Inv #8917 - Floor for New YS Office	3,175.17	

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Nov 1, 2023 to Nov 30, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/2/23	43865	84900-200	Inv #8893 - Floor for Nursing Mother's Room	488.49	
11/2/23	43865	10006-100	Accent on Floors		3,663.66
11/2/23	43866	83810-200	Travel - HQ - 10/5, 10/6, 10/9/23	20.45	
11/2/23	43866	10006-100	Briana Terry		20.45
11/2/23	43867	83810-200	Travel - HQ - 10/9/23	20.02	
11/2/23	43867	10006-100	Michelle Lawhorn Engraved Plates - Story		20.02
11/2/23	43868	83700-450	Time Area - PG	311.00	
11/2/23	43868	10006-100	Gabel & Schubert, Inc.		311.00
11/2/23	43869	84900-410	Grounds Maintenance - Carson	239.00	
11/2/23	43869	10006-100	Heaton's Lawn Maintenance, LLC		239.00
11/2/23	43870	83910-100	CPR Training - 15 Students	600.00	
11/2/23	43870	10006-100	Prince George Fire & EMS		600.00
11/2/23	43871	80300-200	Progress Index - HQ	686.40	
11/2/23	43871	10006-100	Gannett Holdings LLC Central		686.40
11/2/23	43872	85820-100	Refund - Big Rain Coming & Jimmy the Joey	32.95	
11/2/23	43872	10006-100	Emily Drake		32.95
11/2/23	43873	85200-100	Chair Yoga - 10/25, 11/1	80.00	
11/2/23	43873	10006-100	Lauren Hannon		80.00
11/2/23	43874	85200-100	Yoga at PG, 10/2, 10/16, 10/23, 10/30	160.00	
11/2/23	43874	10006-100	Sharon Jadrnak		160.00
11/2/23	43875	83810-440	Travel - McKenney 10/19/23	25.25	
11/2/23	43875	10006-100	Lori Booth		25.25
11/2/23	43876	83810-450	Travel - PG 10/9/23	21.16	
11/2/23	43876	10006-100	Deborah Wright		21.16
11/2/23	43877	83810-200	Travel - HQ 10/9/23, 10/11/23, 10/12/23	45.75	
11/2/23	43877	10006-100	Rija Mughal		45.75
11/2/23	43878	85800-100	Food for Friends Event	58.95	
11/2/23	43878	85800-100	Engraving for Plaque	6.50	

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Nov 1, 2023 to Nov 30, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/2/23	43878	85210-100	Drinks for Poetry and Prose	12.02	
11/2/23	43878	10006-100	Megan Ranes		77.47
11/9/23	43879	80020-100	Invoice: 5018590752	51.12	
11/9/23	43879	80020-100	Invoice: 5018590753	434.50	
11/9/23	43879	10006-100	Baker & Taylor		485.62
11/9/23	43880	80410-100	Invoice: 504545282	52.94	
11/9/23	43880	80405-100	Invoice: 504545284	137.54	
11/9/23	43880	80405-100	Invoice: 504513062	303.53	
11/9/23	43880	80440-100	Invoice: 504513065	232.27	
11/9/23	43880	80410-100	Invoice: 504513063	104.16	
11/9/23	43880	80440-100	Invoice: 504545281	165.34	
11/9/23	43880	80410-100	Invoice: 504579702	28.72	
11/9/23	43880	80410-100	Invoice: 504579700	52.83	
11/9/23	43880	10006-100	Midwest Tape		1,077.33
11/9/23	43881	82910-200	Maintenance - Usage Charge Copier	31.40	
11/9/23	43881	82910-200	Maintenance - Base Charge Copier	16.58	
11/9/23	43881	10006-100	Canon Financial Services, Inc.		47.98
11/9/23	43882	85210-100	Supplies for Adult Programming	178.30	
11/9/23	43882	83700-100	Table Cloth & Tie Dye Supplies	134.03	
11/9/23	43882	10006-100	Catherine Field		312.33
11/9/23	43883	85110-100	Water, Candy, Bags, Sand, Funnel, Gift Card	107.46	
11/9/23	43883	10006-100	Sarah Finch		107.46
11/9/23	43884	83810-450	Travel - PG 8/13/23, 8/25/23	62.32	
11/9/23	43884	83810-450	Travel - PG 8/24/23, 9/26/23	56.96	
11/9/23	43884	83810-450	Travel - PG 9/20/23, 10/13/23	53.43	
11/9/23	43884	83810-450	Travel - PG 9/29/23	36.36	
11/9/23	43884	83810-450	Travel - PG 10/5/23	49.24	
11/9/23	43884	83810-450	Travel - PG 10/17/23, 10/19/23	72.87	
11/9/23	43884	83810-450	Travel - PG 10/25/23, 10/30/23	53.43	
11/9/23	43884	10006-100	Ginger Mauler Hotel for VLA		384.61
11/9/23	43885	83810-200	Conference	432.00	
11/9/23	43885	83800-200	VLA Conference	345.00	

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Nov 1, 2023 to Nov 30, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/9/23	43885	10006-100	Lauren A. King		777.00
11/9/23	43886	84100-410	Telephone - Carson	133.56	
			Granite		
11/9/23	43886	10006-100	Telecommunications		133.56
			Maintenance Contract -		
11/9/23	43887	82910-450	PG Copier	256.80	
11/9/23	43887	10006-100	Mauck & Company		256.80
11/9/23	43888	84800-200	Janitorial - HQ	4,382.69	
11/9/23	43888	84800-410	Janitorial - Carson	220.00	
11/9/23	43888	84800-420	Janitorial - Dinwiddie	350.00	
11/9/23	43888	84800-430	Janitorial - Disputanta	256.00	
11/9/23	43888	84800-440	Janitorial - McKenney	250.00	
11/9/23	43888	84800-450	Janitorial - PG	1,485.57	
11/9/23	43888	84800-460	Janitorial - Rohoic	220.00	
			Janitorial -		
11/9/23	43888	84800-480	Burrowsville	195.00	
11/9/23	43888	10006-100	MCS Services, Inc.		7,359.26
			Monitoring of Alarms -		
11/9/23	43889	84900-450	PG	59.00	
			Monitoring of Alarms -		
11/9/23	43889	84900-200	HQ	55.00	
			Petersburg Alarm		
11/9/23	43889	10006-100	Company, Inc.		114.00
11/9/23	43890	85200-100	Sound Bath	150.00	
11/9/23	43890	10006-100	Rick Paultz		150.00
11/9/23	43891	83700-430	Keys for Disputanta	3.98	
11/9/23	43891	10006-100	McKay Hardware, Inc.		3.98
			Repair of Smoke		
11/9/23	43892	84900-200	Detector System	844.55	
			Atlantic Constructors		
11/9/23	43892	10006-100	Inc		844.55
11/21/23	43893	11000-100	Voided Check		
11/21/23	43893	10006-100	Voided Check		
			Rent - Dinwiddie		
11/21/23	43894	83500-420	Library	300.00	
			Rent - McKenney		
11/21/23	43894	83500-440	Library	300.00	
11/21/23	43894	83500-460	Rent - Rohoic Library	300.00	
11/21/23	43894	10006-100	County of Dinwiddie		900.00
			Rent - Burrowsville		
11/21/23	43895	83500-480	Library	300.00	
			Rent - Disputanta		
11/21/23	43895	83500-430	Library	150.00	
11/21/23	43895	83500-450	Rent - PG Library	1,200.00	

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Nov 1, 2023 to Nov 30, 2023

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/21/23	43895	10006-100	County of Prince George		1,650.00
11/21/23	43896	84600-200	2024 Membership Dues - E. Trop	162.00	
11/21/23	43896	10006-100	American Library Association		162.00
11/21/23	43897	83500-200	Rent - Hopewell Library	3,750.00	
11/21/23	43897	84300-100	Inv #10079 Fuel - All Vehicles	115.12	
11/21/23	43897	10006-100	Hopewell City Treasurer		3,865.12
11/21/23	43898	83810-440	Travel - McKenney 9/1/23, 9/8/23	48.88	
11/21/23	43898	10006-100	Cassandra Bland		48.88
11/21/23	43899	83810-420	Travel - Dinwiddie 11/13/23	29.80	
11/21/23	43899	10006-100	Shelly Curtis		29.80
11/21/23	43900	83810-420	Travel - Dinwiddie 11/13/23	18.13	
11/21/23	43900	10006-100	Mary Johnson		18.13
11/21/23	43901	83810-440	Travel - McKenney 11/16/23	25.25	
11/21/23	43901	83810-440	Travel - McKenney 11/13/23	40.40	
11/21/23	43901	10006-100	Lori Booth		65.65
11/21/23	43902	83810-200	Travel - HQ 8/1/23, 10/9/23	49.19	
11/21/23	43902	10006-100	Sarah Finch		49.19
11/21/23	43903	85200-100	Chair Yoga 11/8/23, 11/15/23	80.00	
11/21/23	43903	10006-100	Lauren Hannon		80.00
	Total			225,603.45	225,603.45

Appomattox Reg Library System

Truist CK #2024-124E

11/9/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/27/23	Office 9749	81100-420	Chairs - Dinwiddie	720.54	
9/27/23	Office 9749	81100-460	Chair - Rohoic	314.31	
9/27/23	Office 9749	20200-400	Office Chairs Unlimited		1,034.85
9/28/23	92823CC	80260-100	Invoice: 82324249	52.48	
9/28/23	92823CC	80260-100	Invoice: 82323198	94.46	
9/28/23	92823CC	80260-100	Invoice: 82323888	54.73	
9/28/23	92823CC	80260-100	Invoice: 82323067	127.45	
9/28/23	92823CC	80260-100	Invoice: 82454708	245.16	
9/28/23	92823CC	80260-100	Invoice: 82623108	62.22	
9/28/23	92823CC	20200-400	Cengage Learning Inc/Gale		636.50
9/29/23	Chamber 9757	85800-100	Annual Meeting	65.00	
			Hopewell/PG Chamber		
9/29/23	Chamber 9757	20200-400	Commerce		65.00
9/29/23	Route 9756	85800-100	Food for Dinwiddie Meeting	54.11	
9/29/23	Route 9756	20200-400	Route 1 County Store		54.11
9/30/23	Google 9/30/23	82020-100	Google E-Mail	388.76	
9/30/23	Google 9/30/23	20200-400	Google		388.76
			Parking for Director's		
10/1/23	Park	83810-100	Meeting	22.94	
10/1/23	Park	20200-400	Parking.com		22.94
10/2/23	St. Jude 9755	85800-100	Memory of Milton Fleshman	50.00	
			St Jude Children's Research		
10/2/23	St. Jude 9755	20200-400	Hospital		50.00
10/2/23	Staples 9758	83700-100	Notepads, Sharpies, Toner	307.05	
10/2/23	Staples 9758	84810-100	Paper Towels	73.17	
10/2/23	Staples 9758	20200-400	Staples, Inc.		380.22
			Association Dues - C.		
10/3/23	VLA 9759	84600-100	Wiegard	120.00	
10/3/23	VLA 9759	83800-100	Conference - C. Wiegard	280.00	
10/3/23	VLA 9759	20200-400	Virginia Library Association		400.00
10/4/23	Online 9762	80600-100	Blue Labels	41.26	
10/4/23	Online 9762	20200-400	Onlinelabels.com		41.26
10/5/23	Artisan 9764	84510-100	VLA Scholarship Basket	90.98	
10/5/23	Artisan 9764	20200-400	Artisan Alley		90.98
10/10/23	Publix 9772	85800-100	Breakfast/Lunch Staff Day	474.24	
10/10/23	Publix 9772	20200-400	Publix		474.24
10/11/23	Staples 9776	83700-100	Paper, Rubberbands, Pens	103.31	
10/11/23	Staples 9776	20200-400	Staples, Inc.		103.31
10/12/23	ALA	83800-200	PLA Conference	488.00	
			American Library		
10/12/23	ALA	20200-400	Association		488.00
10/12/23	Gale 101223	80020-100	Invoice: 82686755	29.59	
10/12/23	Gale 101223	80260-100	Invoice: 82639146	47.98	
10/12/23	Gale 101223	80260-100	Invoice: 82622571	74.97	
10/12/23	Gale 101223	80020-100	Invoice: 82622206	53.58	
10/12/23	Gale 101223	20200-400	Cengage Learning Inc/Gale		206.12
			Invoice:		
10/12/23	Rural 101223	82600-480	2013473100.10.12.23	219.00	
10/12/23	Rural 101223	20200-400	RuralBand		219.00
10/12/23	Starbucks 9778	85800-100	Coffee for Staff Day	63.18	
10/12/23	Starbucks 9778	20200-400	Starbucks		63.18
10/12/23	Target 9778	85800-100	Juice, Creamer for Staff Day	33.28	
10/12/23	Target 9778	20200-400	Target		33.28
10/13/23		82000-100	Software Licenses	29.99	
10/13/23		20200-400	Adobe Indesign		29.99
			Accidental Charge/Reimb		
10/15/23	Kroger 10/15/23	85800-100	10/17	79.43	
10/15/23	Kroger 10/15/23	20200-400			79.43
10/17/23	Staples 9785	81100-200	Chairs - Material Services	265.48	
10/17/23	Staples 9785	20200-400	Staples, Inc.		265.48
10/20/23	Despair 9795	83700-100	Calendar	33.00	

Appomattox Reg Library System

Truist CK #2024-124E

11/9/23

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
10/20/23	Despair 9795	20200-400	Despair, In. Lunch - October Board		33.00
10/20/23	Lunch 9793	85800-100	Meeting	62.51	
10/20/23	Lunch 9793	20200-400	LunchBreak LLC		62.51
10/23/23	Marriott 9813	83810-100	VLA Lodging	449.62	
10/23/23	Marriott 9813	20200-400	Marriott		449.62
10/23/23	Sweetwater 9812	83810-100	Staff Dinner at VLA	135.00	
10/23/23	Sweetwater 9812	20200-400	Sweetwater Centerville		135.00
10/26/23	Luca's 9790	85200-100	Pizza for Poetry & Prose	63.60	
10/26/23	Luca's 9790	20200-400	Luca's Italian Restaurant		63.60
Total				<u>5,870.38</u>	<u>5,870.38</u>



Appomattox Reg Library System

Sam's CK #2024-121E

11/2/23

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>
9/25/23	Sams 9745	81100-200	Desks for YS	899.94	
9/25/23	Sams 9745	20200-200	Sam's Club Direct		899.94
9/28/23	Sams 9754	83700-100	Tissues	44.94	
9/28/23	Sams 9754	20200-200	Sam's Club Direct		44.94
10/11/23	Sams 9774	84810-100	TP, PT, Soap, Wipes	241.66	
10/11/23	Sams 9774	20200-200	Sam's Club Direct		241.66
10/13/23	Sams 9780	83730-100	Supplies - Staff Coffee	21.96	
10/13/23	Sams 9780	20200-200	Sam's Club Direct		21.96
<b>Total</b>				<b>1,208.50</b>	<b>1,208.50</b>

Appomattox Reg Library System

Amazon

11/2/23, 11/9/23

Filter Criteria includes: 1) Vendor IDs: Amazon; 2) Includes Drop Shipmen

Date	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
11/1/23	Young Adult-Fiction	Amazon 101123	YA Fiction	11.49	
11/1/23	Juvenile Fiction	Amazon 101123	Juvenile Fiction	23.94	
11/1/23		Amazon 101123	Amazon.com		35.43
11/1/23	Supplies - Youth Services	Amazon 9751.1	Markers	10.98	
11/1/23		Amazon 9751.1	Amazon.com		10.98
11/1/23	Supplies - HQ	Amazon 9760	Supplies for Nursing Room	195.13	
11/1/23		Amazon 9760	Amazon.com		195.13
			Easels, Mousetraps, Sign		
11/1/23	Supplies - Regional	Amazon 9761	Markers	259.85	
11/1/23		Amazon 9761	Amazon.com		259.85
11/1/23	Supplies - Regional	Amazon 9775	Monitor Wipes, Cardstock	77.94	
11/1/23	Supplies - Janitorial	Amazon 9775	Gloves	9.99	
11/1/23		Amazon 9775	Amazon.com		87.93
<b>CK #2024-117E</b>				<b>Total</b>	<b>589.32</b>
11/1/23	Adult Fiction	Amazon 11/1/23	ANF	95.58	
11/1/23		Amazon 11/1/23	Amazon.com		95.58
11/1/23	Supplies - Regional	Amazon 9782	Watercolors Set for LambArts	163.27	
11/1/23		Amazon 9782	Amazon.com		163.27
<b>CK #2024-126E</b>				<b>Total</b>	<b>258.85</b>

Appomattox Reg Library System  
 First Connections Report  
 For the Period From Jul 1, 2023 to November 30, 2023

<b>Date</b>	<b>Trans Description</b>	<b>Debit Amt</b>	<b>Credit Amt</b>	<b>Balance</b>
7/1/23	<b>Beginning Balance</b>			<b>8,262.78</b>
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		
9/18/23	Payment from FC		5,687.05	
9/30/23	September Salary & Benefits	5,882.05		
10/16/23	Payment from FC		5,882.05	
10/31/23	October Salary & Benefits	5,882.05		
11/27/23	Payment from FC		5,882.05	
11/30/23	November Salary & Benefits	8,262.78		
11/30/23	<b>Ending Balance</b>			<b>8,262.78</b>

**MOTION TO GO INTO CLOSED SESSION:**

Director will announce that the board needs to go into closed session.

**TO CONVENE A CLOSED SESSION:**

FIRST: Any Board Member may make the motion:

“I move 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 2.2-3711(A)(1).”

SECOND: Any Board Member may second the motion: “I second.”

Do a Roll Call Vote.

Board Members:

1. Ms. Hawkins
2. Dr. Ruffin
3. Ms. Valintine
4. Ms. Binford
5. Ms. Bennett
6. Ms. Hill Atkins
7. Mr. Pankey
8. Vacant
9. Vacant

**NOW IN CLOSED SESSION**

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**CERTIFICATION AFTER CLOSED SESSION**

Upon reconvening the regular meeting, the Secretary (the Board Chair if the Secretary is absent) states,

“Were only matter discussed in Executive Session public business matters lawfully exempted from open meeting requirements identified in the motion to convene into executive session?”

FIRST: Any Board Member may move the question - “So moved.”

SECOND: Any Board Member may second - “Second.”

Do a Roll Call Vote.

Board Members:

1. Ms. Hawkins
2. Dr. Ruffin
3. Ms. Valintine
4. Ms. Binford
5. Ms. Bennett
6. Ms. Hill Atkins
7. Mr. Pankey
8. Vacant
9. Vacant

Appomattox Regional Library System  
Revenue and Expenses  
Proposed Budget for FY2025

fund#	Revenue 11/30/23	Adopted FY2024 Budget	Total Receipts 7/23 -10/23	November 2023 Receipts	Total Receipts - 11/30/23	Percentage Received	Balance Due	Proposed FY2025 Budget	Percentage Increase or Decrease	Comments
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000	\$20,000	0%	
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000	\$100,000	0%	
102	Hopewell	\$702,423	\$351,212	\$0	\$351,212	50.0%	\$351,212	\$737,544	5%	
103	Dinwiddie	\$335,995	\$167,998	\$0	\$167,998	50.0%	\$167,998	\$352,795	5%	
104	Prince George	\$671,456	\$335,728	\$0	\$335,728	50.0%	\$335,728	\$705,050	5%	
105	State Funds	\$524,012	\$292,309	\$0	\$292,309	55.8%	\$231,703	\$614,920	17%	
106	Lost/Damaged/Fees	\$8,000	\$1,122	\$173	\$1,295	16.2%	\$6,705	\$1,000	-88%	The library ended charging overdue fines in FY2024
107	Copying/Fax Receipts	\$25,000	\$8,774	\$1,846	\$10,620	42.5%	\$14,380	\$25,000	0%	
108	Endowment Funds	\$16,766	\$16,984	\$0	\$16,984	101.3%	(\$218)	\$16,900	1%	
109	E-Rate Refunds	\$16,000	\$13,383	\$0	\$13,383	83.6%	\$2,617	\$13,000	-19%	
110	Gifts/Donations	\$1,000	\$0	\$0	\$0	0.0%	\$1,000	\$1,000	0%	
111	Grants	\$1,000	\$2,500	\$0	\$2,500	250.0%	(\$1,500)	\$1,000	0%	
112	Other	\$1,500	\$1,396	\$58	\$1,454	96.9%	\$46	\$2,700	80%	The library is considering offering passport assistance in FY2025. The service is offered by the Petersburg Library and Heritage Regional Library. The question is whether there is sufficient demand to justify the service.
<b>TOTALS</b>		<b>\$2,423,152</b>	<b>\$1,191,405</b>	<b>\$2,076</b>	<b>\$1,193,481</b>	<b>49.3%</b>	<b>\$1,229,671</b>	<b>\$2,590,909</b>	<b>7%</b>	

Fund#	EXPENSES 11/30/2023	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 11/2023	TOTAL EXPENSES 11/30/23	PERCENTAGE SPENT	BALANCE	Proposed FY2025 Budget	Percentage Increase or Decrease	Comments
<b>Personnel</b>										
200	MLS Salaries & Wages	\$525,982	\$160,643	\$60,348	\$220,991	42.0%	\$304,991	\$539,151	3%	The proposed budget includes a 4% COLA increase in salaries and wages. However, two of the more senior professional staff are retiring before July 1. The professional salary request reflects hiring staff with less experience and at entry level salaries.
201	Non-MLS Salary & Wages	\$701,778	\$203,587	\$75,152	\$278,738	39.7%	\$423,040	\$729,849	4%	
202	Benefits for Staff/Retirees	\$352,192	\$100,618	\$28,707	\$129,325	36.7%	\$222,867	\$370,965	5%	Estimate of benefit costs are based on best available information, particularly health insurance. It is possible the library will learn in April 2024 that health insurance cost for FY2025 will be lower. However, the budget request has to be submitted before April.
<b>Total Personnel</b>		<b>\$1,579,952</b>	<b>\$464,848</b>	<b>\$164,207</b>	<b>\$629,054</b>	<b>39.8%</b>	<b>\$950,897</b>	<b>\$1,639,965</b>	<b>4%</b>	
<b>Books &amp; Materials</b>										
300	Books	\$105,000	\$27,342	\$13,784	\$41,126	39.2%	\$63,874	\$105,000	0%	
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000	\$16,000	-24%	Reduction is based on spending for FY2024
302	Standing Order Books	\$30,000	\$9,455	\$2,371	\$11,826	39.4%	\$18,174	\$33,475	12%	
303	Print News & Periodicals	\$10,000	\$0	\$7,030	\$7,030	70.3%	\$2,970	\$10,000	0%	
304	Audiovisual Materials	\$25,000	\$6,003	\$3,218	\$9,221	36.9%	\$15,779	\$32,000	28%	Request adjusted for inflation and for proposed adult program on gaming.
305	Electronic Materials	\$5,500	\$8,479	\$1,586	\$10,065	183.0%	(\$4,565)	\$8,000	45%	The library has acquired new databases for FY2025
306	Material Services Supplies	\$6,000	\$637	\$2,166	\$2,803	46.7%	\$3,197	\$6,000	0%	
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	0%	
310	Econtent	\$25,000	\$9,200	\$15,000	\$24,200	96.8%	\$800	\$40,000	60%	The library is expanding its downloadable collection acquired through Overdrive/Libby
<b>Total Books &amp; Materials</b>		<b>\$227,500</b>	<b>\$61,116</b>	<b>\$45,155</b>	<b>\$106,271</b>	<b>46.7%</b>	<b>\$121,229</b>	<b>\$250,475</b>	<b>10%</b>	
<b>Capital Expenditures</b>										
400	Library Non-Computer Equip., Furniture & Fixtures	\$15,000	\$10,000	\$2,208	\$12,208	81.4%	\$2,792	\$90,000	500%	Branch Services Manager Ginger Mauler has recommended significant improvements to the Rohoic Branch including furniture and floor covering.

611 Promotions & Advertising	\$2,000	\$391	\$0	\$391	19.5%	\$1,609	\$10,000	400%	The library is planning for its 50th anniversary, including expanded programming, advertising and promotional material	
612 Organization/Association Dues	\$3,500	\$270	\$494	\$764	21.8%	\$2,736	\$3,500	0%		
613 Postage	\$5,500	\$2,013	\$281	\$2,294	41.7%	\$3,206	\$5,500	0%		
614 Janitorial	\$94,000	\$31,557	\$7,369	\$38,927	41.4%	\$55,073	\$94,000	0%		
615 Other Building Maintenance	\$9,000	\$6,164	\$5,041	\$11,205	124.5%	(\$2,205)	\$9,000	0%		
616 Restricted - Donation/Grant	\$2,500	\$0	\$2,500	\$2,500	100.0%	\$0	\$0	0%		
<b>Total Facilities/Maint./Operations Programs/Activites/Other</b>	<b>\$281,250</b>	<b>\$99,656</b>	<b>\$30,812</b>	<b>\$130,468</b>	<b>46.4%</b>	<b>\$150,782</b>	<b>\$286,750</b>	<b>2%</b>	<b>Comments</b>	
700 YS Summer Reading Program	\$7,000	\$425	\$0	\$425	6.1%	\$6,575	\$7,000	0%		
701 YS Programming & Supplies	\$4,500	\$1,738	\$203	\$1,941	43.1%	\$2,559	\$6,000	33%	Expansion of programming for the library's 50th anniversary	
703 Adult Programming & Supplies	\$8,000	\$3,132	\$1,574	\$4,706	58.8%	\$3,294	\$9,000	13%		
<b>Fund#</b>	<b>EXPENSES 11/30/2023</b>	<b>FY24 Adopted Budget</b>	<b>TOTAL SPENT TO PREVIOUS MONTH</b>	<b>MONTHLY EXPENSES - 11/2023</b>	<b>TOTAL EXPENSES 11/30/23</b>	<b>PERCENTAGE SPENT</b>	<b>BALANCE</b>	<b>Proposed FY2025 Budget</b>	<b>Percentage Increase or Decrease</b>	<b>Comments</b>
704 Local History Collection/Progs.	\$350	\$0	\$0	\$0	0.0%	\$350	\$350	0%		
705 Reserve	\$20,000	\$0	\$0	\$0	0.0%	\$20,000	\$20,000	0%		
709 Misc. Professional Serv. & Other	\$9,500	\$7,048	\$989	\$8,037	84.6%	\$1,463	\$11,769	24%		
<b>Total Programs/Activ./Other</b>	<b>\$49,350</b>	<b>\$12,343</b>	<b>\$2,767</b>	<b>\$15,109</b>	<b>30.6%</b>	<b>\$34,241</b>	<b>\$54,119</b>	<b>10%</b>		
<b>GRAND TOTALS</b>	<b>\$2,425,652</b>	<b>\$734,270</b>	<b>\$258,218</b>	<b>\$992,488</b>	<b>40.9%</b>	<b>\$1,433,164</b>	<b>\$2,590,909</b>	<b>7%</b>		