

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

June 20, 2024

Hopewell Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

June 20, 2024

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 – May 15, 2024

Statistical Report – dated June 20, 2024

Financial Report – dated June 20, 2024

Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1. Staff Update
- R2. Budget Update
- R3. Summer Reading Update
- R4. Staff Appreciation Dinner
- R5. Recommendation on Board Meeting Schedule for FY2025
- R6. Revision of Rules of Conduct

Committee Reports:

New Business:

Unfinished Business:

Discussion and Consideration of proposed Rules of Conduct
Board Schedule for FY2025

Adjournment

Next meeting on July 17, 2024 at 1:00 pm at a library as determined by the Chair

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of May 15, 2024**

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, May 15, 2024, at the Prince George Library located at 6605 Courts Drive, Prince George, Virginia. In the absence of the chairperson, the vice chairperson who also serves as secretary referred to Mr. Larry Pankey, treasurer, to preside over the meeting. Mr. Pankey called the meeting to order at 1 p.m.

Trustees present: Sandra E. Ruffin, vice chairperson (D); Larry Pankey (H) and William Stewart (H); and Angela Bennett (PG)

Trustees absent: Randi Hawkins, (D) and Schneria Valentine (D); and Amanda Binford (PG) and Jean Hill-Atkins (PG).

The Board continues to have a position open, representing Hopewell.

Staff present: Chris Wiegard, assistant director, Briana Terry, administrative and personnel services manager, and Sarah Finch, youth services manager

Staff absent: Brian Manning, regional library director

Approval of Agenda and Consent Agenda: Ms. Bennett moved to approve the agenda, Mr. Stewart seconded, and the motion was carried. Ms. Bennett moved to approve the consent agenda, including the minutes of March 20, 2024, and April 17, 2024; Statistical Report dated May 15, 2024; Financial Report, dated May 15, 2024; and Bills for Review; Dr. Ruffin seconded, and the motion was carried.

Communications: Ms. Briana Terry reported that on May 14, 2024, she received an e-mail from Ms. Jean Hill-Atkins (Prince George) giving notice of her resignation from the Board, effective immediately.

Citizen comments: None

Report of the Library Director (Staff reported in the absence of Mr. Manning, director)

R1. Staff Update – Ms. Terry reported that the material services manager position had been offered, and the prospective employee is now reviewing the offer. The adult services position remains open, and a part-time circulation position in Hopewell is open.

R2. Mr. Wiegard called attention to upcoming webinars hosted by the United for Libraries:
June 5, 2024 – Law and the Right to Read: What Your Trustees Need to Know
June 11, 2024 – The Library and the Right to Read: Getting Ready for Banned Books Week (Refer to United for Libraries Website to verify time.) Board members were encouraged to view the webinars.

Appomattox Regional Library System
Minutes of April 17, 2024
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R3. Mr. Wiegard reported that the Animals along the Appomattox activity, partnered with animal shelters, was successful and received good citizen response.

R4. Mr. Wiegard and Ms. Finch reported on the summer reading program. The Adult Summer Reading Challenge encourages adult readers to think about what books they read and why; challenged to read four books between June 1 and August 17. The Parenting edition of the reading program challenges parents to read 10 books to their children between June 1 and August 17. All finishers win a library tote bag and a prize drawing for an iPad. The summer reading schedule of activities (June, July, August) appears action-packed and covers a host of activities scheduled for each Library.

R5. A change in the Library's credit card procedures has been implemented to avoid the Library losing monies on credit card transactions. The Library now accepts any form of ID when making transactions. This allows patrons to apply the cost to their Library cards. Previously, patrons without their Library card had to use a credit card, and the Library incurred the cost when the charge was less than the minimum charge for credit card transactions.

R6. The ARLS was awarded the Virginia Public Library Silver Standards of Excellence award. A review of the standards was given at the April 2024 Board meeting.

R7. Staff Appreciation Dinner will be held at the Prince George Library at 6 p.m. on Friday, June 21, 2024. Dinner will be provided by Bar-b-que food truck.

R8. There was consensus to reschedule the June 19, 2024, Board meeting to Thursday, June 20, 2024, due to Juneteenth national holiday.

R9. The recommended Board meeting schedule for FY2025 was tabled for the June meeting. However, the meeting scheduled on July 17 at the Rohoic Library was confirmed.

Unfinished Business

Discussion and consideration of the proposed rules of conduct was tabled for the June 2024 meeting. It was requested that the most recent updated version of the document be made available to board members in advance of the June meeting.

Adoption of Board Schedule for FY 2025 was tabled for the June 2024 meeting.

Adjournment: The next Board meeting will be held on Thursday, June 20, 2024, at the Prince George Library.

With no further discussion, Mr. Pankey called for a motion to adjourn. On the motion to adjourn by Ms. Bennett and seconded by Mr. Stewart, the motion was carried. The meeting adjourned at 2:08 p.m.

Sandra E. Ruffin, Ed.D., Secretary
Appomattox Regional Library System
Sandra.Ruffin1948@outlook.com

Statistical Report
June 20, 2024

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		CHANGE FROM FY23
															Month	Month	
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	459	399	360	330	417	299	344	369	310	0	4,145	-38%		8%
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			
	FY23	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	756	715	663	701	737	690	684	710	912	0	8,066	3%		-1%
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	1,583	1,388	1,451	1,655	1,670	1,640	1,566	1,506	1,768	0	17,908	12%		8%
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	682	706	658	477	514	501	533	675	662	0	6,374	42%		23%
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	8,414	8,906	7,645	7,413	8,429	7,721	8,208	8,897	8,555	0	94,579	9%		6%

Statistical Report
June 20, 2024

% of Chg
by
Month

Change
from
FY23

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	Month	Change from FY23
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	1,197	1,254	1,142	1,055	1,240	1,250	1,361	1,181	959	0	13,115	-12%	12%

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	4,861	4,386	4,069	3,475	4,581	7,211	7,650	8,844	9,379	0	65,183	62%	30%

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	1,433	1,377	1,242	961	1,063	1,206	1,161	1,046	1,468	0	13,667	32%	20%

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	2,028	2,157	2,270	2,275	2,282	2,601	2,601	2,813	2,581	2,655	26,303	16%	22%

ARLS Totals	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	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		
	FY23	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		
	FY24	23,621	24,327	21,413	21,288	19,500	18,342	20,933	23,119	24,320	25,809	26,668	0	249,340	29%	27%

Statistical Report
June 20, 2024

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2024													
Burrowsville	163	25	167	163	116	49	181	107	111	238	373	0	1,693
Carson Depot	201	221	175	158	111	133	168	181	140	141	181	0	1,810
Dinwiddie	552	563	473	524	503	702	505	556	480	520	541	0	5,919
Disputanta	110	174	183	205	184	124	195	163	186	269	206	0	1,999
Hopewell	11,710	12,700	11,046	11,759	9,020	9,996	10,784	12,473	13,285	15,008	14,394	0	132,175
McKenney	369	361	397	445	240	313	431	416	456	412	296	0	4,136
Prince George	5,310	4,769	4,320	4,207	3,456	3,166	2,926	5,338	4,784	5,654	4,911	0	48,841
Rohoic	402	477	493	455	374	368	378	592	470	423	510	0	4,942
TOTAL	18,817	19,290	17,254	17,916	14,004	14,851	15,568	19,826	19,912	22,665	21,412	0	201,515
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	130	132	125	135	107	112	110	149	164	166	168	0	1,498
Meeting Room Users	687	708	803	869	607	701	779	951	1,211	1,083	453	0	8,852
Book Group	5	17	15	14	14	0	15	17	13	16	15	0	141
Adult Program**	376	790	315	278	498	196	319	351	522	509	519	0	4,673
Non-SRP Child Program	0	0	828	921	856	811	643	1,000	828	1,170	716	0	7,773
Non-SRP Teen Program	0	0	10	10	4	22	25	10	8	8	0	0	97
Storytime	440	181	417	302	381	268	302	493	342	492	254	0	3,872
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	45	933	248	1,372	114	100	567	110	137	0	4,893
Notary Services	0	19	20	33	22	13	45	38	36	39	26	0	291
Database Usage	4,554	4,187	5,177	428	144	4,334	5,259	416	217	194	541	0	25,451
TOTALS	8,385	7,894	7,755	3,923	2,881	7,829	7,611	3,525	3,908	3,787	2,829	0	60,327

**Includes online programming

Statistical Report
June 20, 2024

REFERENCE QUESTIONS - FY2024	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	46	40	33	26	36	39	36	29	27	30	33	0	375
Carson Depot	1	5	3	5	51	51	60	53	55	64	74	0	422
Dinwiddie	114	149	169	139	150	130	170	192	138	156	188	0	1,695
Disputanta	33	44	63	99	61	38	32	59	48	64	67	0	608
Hopewell	1,165	1,215	1,008	1,296	1,069	1,226	1,446	621	975	1,295	1,322	0	12,638
McKenney	153	139	106	108	99	131	196	198	196	141	169	0	1,636
Prince George	869	787	751	812	564	483	833	781	1,045	1,246	891	0	9,062
Rohoic	141	183	154	117	115	120	95	137	128	125	204	0	1,519
TOTALS	2,522	2,562	2,287	2,602	2,145	2,218	2,868	2,070	2,612	3,121	2,948	0	27,955
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	3	2	8	4	5	10	4	12	7	5	2	0	62
WIFI	12	6	14	8	9	10	12	15	14	11	13	0	124
Carson Depot Workstation	42	49	31	50	8	31	25	31	48	38	23	0	376
WIFI	17	23	23	27	20	23	24	23	26	26	33	0	265
Dinwiddie Workstation	51	56	40	61	46	39	39	64	76	72	64	0	608
WIFI	50	65	40	33	33	19	32	32	42	42	41	0	429
Disputanta Workstation	18	54	34	61	57	39	50	46	38	55	67	0	519
WIFI	66	54	51	88	99	78	86	43	106	82	74	0	827
Hopewell Workstation	1,296	1,568	1,366	1,218	1,016	1,034	1,331	1,460	1,327	1,411	1,268	0	14,295
WIFI	683	751	662	643	599	591	632	709	753	773	804	0	7,600
McKenney Workstation	33	40	24	37	19	42	39	47	56	27	40	0	404
WIFI	69	58	42	57	51	63	64	55	40	40	32	0	571
Prince George Workstation	359	421	334	357	278	270	309	358	377	410	413	0	3,886
WIFI	219	207	205	254	212	228	226	237	224	302	285	0	2,599
Rohoic Workstation	24	38	22	27	20	11	14	19	25	18	17	0	235
WIFI	27	44	31	38	25	37	20	42	32	37	41	0	374
TOTALS	2,969	3,436	2,927	2,963	2,497	2,525	2,907	3,193	3,191	3,349	3,217	0	33,174

Scanner Usage 780 1,275 959 1,195 844 791 1,211 777 1,059 1,694 1,047 0 11,632

Appomattox Regional Library System

Revenue and Expenses

July 1, 2023 - June 30, 2024

fund#	Revenue 05/31/24	FY2024 Adopted	Receipts to Previous Month	Monthly Receipts - 05/24	Total Receipts - 05/31/24	Percentage Received	Balance Due
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$702,423	\$702,423	\$0	\$702,423	100.0%	\$0
103	Dinwiddie	\$335,995	\$335,995	\$0	\$335,995	100.0%	\$0
104	Prince George	\$671,456	\$671,456	\$0	\$671,456	100.0%	\$0
105	State Funds	\$524,012	\$615,044	\$0	\$615,044	117.4%	(\$91,032)
106	Lost/Damaged/Fees	\$8,000	\$3,104	\$330	\$3,434	42.9%	\$4,566
107	Copying/Fax Receipts	\$25,000	\$19,615	\$1,899	\$21,514	86.1%	\$3,486
108	Endowment Funds	\$16,766	\$16,984	\$0	\$16,984	101.3%	(\$218)
109	E-Rate Refunds	\$16,000	\$13,383	\$0	\$13,383	83.6%	\$2,617
110	Gifts/Donations	\$1,000	\$495	\$3,200	\$3,695	369.5%	(\$2,695)
111	Grants	\$1,000	\$2,500	\$0	\$2,500	250.0%	(\$1,500)
112	Other	\$1,500	\$2,914	\$61	\$2,974	198.3%	(\$1,474)
	TOTALS	\$2,423,152	\$2,383,913	\$5,490	\$2,389,403	98.6%	\$33,749

Fund#	EXPENSES 05/31/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 05/2024	TOTAL EXPENSES 05/31/24	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MLS Salaries & Wages	\$525,982	\$422,151	\$60,348	\$482,499	91.7%	\$43,483
201	Non-MLS Salary & Wages	\$701,778	\$549,949	\$81,374	\$631,323	90.0%	\$70,455
202	Benefits for Staff/Retirees	\$352,192	\$256,634	\$28,854	\$285,488	81.1%	\$66,704
	Total Personnel	\$1,579,952	\$1,228,734	\$170,575	\$1,399,309	88.6%	\$180,642
	Books & Materials						
300	Books	\$105,000	\$89,533	\$7,780	\$97,313	92.7%	\$7,687
301	Leased Materials	\$21,000	\$0	\$16,783	\$16,783	79.9%	\$4,217
302	Standing Order Books	\$30,000	\$21,738	\$2,682	\$24,420	81.4%	\$5,580
303	Print News & Periodicals	\$10,000	\$8,808	\$0	\$8,808	88.1%	\$1,192
304	Audiovisual Materials	\$25,000	\$24,952	\$2,660	\$27,612	110.4%	(\$2,612)
305	Electronic Materials	\$5,500	\$10,064	\$229	\$10,293	187.2%	(\$4,793)
306	Material Services Supplies	\$6,000	\$2,982	\$2,321	\$5,303	88.4%	\$697
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$31,516	\$1,767	\$33,284	133.1%	(\$8,284)
	Total Books & Materials	\$227,500	\$189,594	\$34,222	\$223,816	98.4%	\$3,684
	Capital Expenditures						
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$15,000	\$15,700	\$1,250	\$16,950	113.0%	(\$1,950)
401	Computer Hardware	\$70,000	\$37,995	\$1,332	\$39,327	56.2%	\$30,673
	Total Capital Expenditures	\$85,000	\$53,695	\$2,582	\$56,277	66.2%	\$28,723
	Contractual						
500	Lyrasis ILL Services	\$3,100	\$3,274	\$0	\$3,274	105.6%	(\$174)
	Software & Web Based App.						
501	Licensing Contracts	\$60,000	\$57,541	\$1,011	\$58,552	97.6%	\$1,448
502	Audit	\$21,500	\$8,955	\$14,900	\$23,855	111.0%	(\$2,355)
503	Cataloging MARC Records	\$3,000	\$5,120	\$0	\$5,120	170.7%	(\$2,120)
505	Computer Support/Service Calls	\$70,000	\$78,193	\$7,024	\$85,218	121.7%	(\$15,218)

Fund#	EXPENSES 05/31/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 05/2024	TOTAL EXPENSES 05/31/24	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$40,000	\$31,833	\$2,728	\$34,561	86.4%	\$5,439
508	Printing and Publications	\$5,000	\$5,522	\$0	\$5,522	110.4%	(\$522)
	Total Contractual	\$202,600	\$190,437	\$25,663	\$216,100	106.7%	(\$13,500)
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$4,052	\$1,098	\$5,150	73.6%	\$1,850
601	TLC Maintenance Contract	\$16,500	\$16,492	\$0	\$16,492	100.0%	\$8
602	Facilities and Rent	\$76,650	\$63,000	\$6,300	\$69,300	90.4%	\$7,350
603	Supplies	\$20,000	\$16,563	\$1,297	\$17,860	89.3%	\$2,140
604	Travel / Workshops /Conf. Fees	\$5,000	\$7,982	\$306	\$8,288	165.8%	(\$3,288)
605	Training / Education	\$2,000	\$2,237	\$335	\$2,572	128.6%	(\$572)
606	Utilities	\$3,750	\$3,188	\$85	\$3,273	87.3%	\$477
607	Telephone (Voice)	\$13,600	\$8,611	\$644	\$9,255	68.1%	\$4,345
608	Insurance	\$12,750	\$39	\$0	\$39	0.3%	\$12,711
609	Vehicle Maintenance & Fuel	\$5,000	\$1,457	\$656	\$2,113	42.3%	\$2,887
610	Job & Contracting Advertising	\$2,500	\$616	\$292	\$907	36.3%	\$1,593
611	Promotional Advertising	\$2,000	\$391	\$0	\$391	19.5%	\$1,609
612	Organization/Association Dues	\$3,500	\$3,353	\$150	\$3,503	100.1%	(\$3)
613	Postage	\$5,500	\$4,455	\$604	\$5,059	92.0%	\$441
614	Janitorial	\$94,000	\$77,716	\$8,270	\$85,985	91.5%	\$8,015
615	Other Building Maintenance	\$9,000	\$12,432	\$334	\$12,766	141.8%	(\$3,766)
616	Restricted - Donation/Grant	\$2,500	\$2,500	\$0	\$2,500	100.0%	\$0
	Total	\$281,250	\$225,084	\$20,371	\$245,455	87.3%	\$35,795
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$4,206	\$2,959	\$7,164	102.3%	(\$164)
701	YS Programming & Supplies	\$4,500	\$3,700	\$373	\$4,073	90.5%	\$427
703	Adult Programming & Supplies	\$8,000	\$6,882	\$296	\$7,178	89.7%	\$822

Fund#	EXPENSES 05/31/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 05/2024	TOTAL EXPENSES 05/31/24	PERCENTAGE SPENT	BALANCE
704	Local History Collection/Progs.	\$350	\$350	\$0	\$350	100.0%	\$0
705	Reserve	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
709	Misc. Professional Serv. & Other	\$9,500	\$11,103	\$1,854	\$12,957	136.4%	(\$3,457)
	Total Programs/Activ./Other	\$49,350	\$26,241	\$5,482	\$31,723	64.3%	\$17,627
	GRAND TOTALS	\$2,425,652	\$1,913,786	\$258,895	\$2,172,681	89.6%	\$252,970

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/2/24	200785	21000-100	Federal Taxes Withheld	3,215.19	
			Social Security Taxes		
5/2/24	200785	22000-100	Withheld	3,035.46	
5/2/24	200785	22000-100	SB Social Security	134.27	
5/2/24	200785	22000-100	ARLS Social Security	2,901.19	
5/2/24	200785	23000-100	Medicare Taxes Withheld	709.91	
5/2/24	200785	23000-100	SB Medicare Taxes	31.40	
5/2/24	200785	23000-100	ARLS Medicare	678.51	
			Electronic Federal Tax		
5/2/24	200785	10006-100	Payment		10,705.93
5/16/24	200786	21000-100	Federal Taxes Withheld	3,285.04	
			Social Security Taxes		
5/16/24	200786	22000-100	Withheld	3,068.78	
5/16/24	200786	22000-100	SB Social Security	134.27	
5/16/24	200786	22000-100	ARLS Social Security	2,934.51	
5/16/24	200786	23000-100	Medicare Taxes Withheld	717.70	
5/16/24	200786	23000-100	SB Medicare Taxes	31.40	
5/16/24	200786	23000-100	ARLS Medicare	686.30	
			Electronic Federal Tax		
5/16/24	200786	10006-100	Payment		10,858.00
5/30/24	200787	21000-100	Federal Taxes Withheld	3,303.72	
			Social Security Taxes		
5/30/24	200787	22000-100	Withheld	3,009.47	
5/30/24	200787	22000-100	SB Social Security	137.12	
5/30/24	200787	22000-100	ARLS Social Security	2,872.35	
5/30/24	200787	23000-100	Medicare Taxes Withheld	703.88	
5/30/24	200787	23000-100	SB Medicare Taxes	32.07	
5/30/24	200787	23000-100	ARLS Medicare	671.81	
			Electronic Federal Tax		
5/30/24	200787	10006-100	Payment		10,730.42
5/2/24	2013-962	27000-300	EZ Link Withheld	217.60	
5/2/24	2013-962	70460-100	EZ Link Retirement	542.01	
5/2/24	2013-962	10006-100	Treasurer of Virginia		759.61
5/2/24	2013-963	27000-400	EZ Link Voluntary	487.94	
5/2/24	2013-963	10006-100	Treasurer of Virginia		487.94
5/9/24	2013-964	70540-600	FC Life Insurance	64.21	
5/9/24	2013-964	70540-600	FC VRS Retirement	185.92	
5/9/24	2013-964	27000-200	VRS Withheld	3,211.08	
5/9/24	2013-964	70460-100	ARLS VRS Insurance	912.97	
5/9/24	2013-964	70460-100	ARLS VRS Retirement	1,929.47	
5/9/24	2013-964	10006-100	Treasurer of Virginia		6,303.65
5/16/24	2013-967	27000-300	EZ Link Withheld	217.60	
5/16/24	2013-967	70460-100	Ez Link Retirement	542.01	
5/16/24	2013-967	10006-100	Treasurer of Virginia		759.61
5/16/24	2013-968	27000-400	EZ Link Voluntary	487.94	
5/16/24	2013-968	10006-100	Treasurer of Virginia		487.94
5/30/24	2013-970	27000-300	EZ Link Withheld	217.60	
5/30/24	2013-970	70460-100	Ez Link Retirement	542.01	

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5/30/24	2013-970	10006-100	Treasurer of Virginia		759.61
5/30/24	2013-971	27000-400	EZ Link Voluntary	487.94	
5/30/24	2013-971	10006-100	Treasurer of Virginia		487.94
5/10/24	2024-348E	83700-100	Invoice: Amazon 10002	13.99	
5/10/24	2024-348E	83700-100	Invoice: Amazon 10009	35.98	
5/10/24	2024-348E	84810-100	Invoice: Amazon 10013	42.39	
5/10/24	2024-348E	83700-100	Invoice: Amazon 9993R	-34.49	
5/10/24	2024-348E	10006-100	Amazon.com		57.87
5/10/24	2024-349E	80020-100	Invoice: 5018881705	393.08	
5/10/24	2024-349E	10006-100	Baker & Taylor		393.08
5/10/24	2024-350E	80460-100	Invoice: 2151277	212.78	
5/10/24	2024-350E	10006-100	Blackstone Publishing		212.78
5/10/24	2024-351E	84100-100	Telephone - Regional	161.83	
5/10/24	2024-351E	10006-100	Clearfly		161.83
5/10/24	2024-352E	84100-440	#8299 60 021 0013348 Telephone - McKenney	47.90	
5/10/24	2024-352E	82600-440	#8299 60 021 0013348 Internet - McKenney	400.81	
5/10/24	2024-352E	10006-100	Comcast Communications		448.71
5/10/24	2024-353E	82600-430	#8299 60 019 0107136 Internet - Disputanta	304.07	
5/10/24	2024-353E	10006-100	Comcast Communications		304.07
5/10/24	2024-354E	82600-410	#8299 60 020 0356327 Internet - Carson	309.07	
5/10/24	2024-354E	10006-100	Comcast Communications		309.07
5/10/24	2024-355E	82450-100	Inv #67953 Implementation of Axcient	131.25	
5/10/24	2024-355E	82450-100	Monthly Billing for May	2,634.28	
5/10/24	2024-355E	82450-100	Managed Workstations	4,158.96	
5/10/24	2024-355E	82450-100	Internet	80.00	
5/10/24	2024-355E	82450-100	Cloud Backup	20.00	
5/10/24	2024-355E	10006-100	E-N Computers, Inc.		7,024.49
5/10/24	2024-356E	84100-410	Telephone - Carson	71.02	
5/10/24	2024-356E	10006-100	Granite Telecommunications		71.02
5/10/24	2024-357E	81210-200	Security Cameras	1,332.00	
5/10/24	2024-357E	10006-100	Huntington Technology Finance		1,332.00
5/10/24	2024-358E	80440-100	Invoice: 505410235	156.16	
5/10/24	2024-358E	80440-100	Invoice: 505381092	82.70	
5/10/24	2024-358E	80440-100	Invoice: 505381091	19.58	
5/10/24	2024-358E	80410-100	Invoice: 505371638	108.02	
5/10/24	2024-358E	80405-100	Invoice: 505381090	114.99	
5/10/24	2024-358E	81000-300	Invoice: 505410379	1,767.47	
5/10/24	2024-358E	10006-100	Midwest Tape		2,248.92
5/10/24	2024-359E	82070-100	Quarterly Website hosting May - July 2024	150.00	
5/10/24	2024-359E	10006-100	Richweb Inc.		150.00

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5/9/24	2024-360E	20200-200	Sam's 5/8/24	364.72	
5/9/24	2024-360E	10006-100	Sam's Club Direct		364.72
5/10/24	2024-361E	85850-100	Monthly Shredding	80.22	
5/10/24	2024-361E	10006-100	Shred-It USA LLC		80.22
5/10/24	2024-362E	82070-100	Westlaw Proflex - April	569.79	
5/10/24	2024-362E	10006-100	Thomson Reuters - West		569.79
5/10/24	2024-363E	83700-450	Xerox Toner - PG	749.40	
5/10/24	2024-363E	10006-100	TMA Laser Group, Inc.		749.40
5/9/24	2024-364E	20200-400	Truist 5/21/24	4,349.49	
5/9/24	2024-364E	10006-100	Truist CC		4,349.49
5/10/24	2024-365E	80210-100	Invoice: 63057275	35.04	
5/10/24	2024-365E	80210-100	Invoice: 63056976	67.22	
5/10/24	2024-365E	80210-100	Invoice: 63054987	95.96	
5/10/24	2024-365E	80210-100	Invoice: 63054985	97.31	
5/10/24	2024-365E	80210-100	Invoice: 63054986	55.84	
5/10/24	2024-365E	80210-100	Invoice: 63054988	33.04	
5/10/24	2024-365E	80210-100	Invoice: 63056978	33.04	
5/10/24	2024-365E	80210-100	Invoice: 63056973	22.34	
5/10/24	2024-365E	80210-100	Invoice: 63056974	17.55	
5/10/24	2024-365E	80030-100	Invoice: 63056979	85.64	
5/10/24	2024-365E	80030-100	Invoice: 63054989	34.95	
5/10/24	2024-365E	80010-100	Invoice: 63057277	57.60	
5/10/24	2024-365E	80010-100	Invoice: 63056982	337.76	
5/10/24	2024-365E	80025-100	Invoice: 63057276	1,275.74	
5/10/24	2024-365E	80015-100	Invoice: 63056980	17.98	
5/10/24	2024-365E	80015-100	Invoice: 63056981	75.03	
5/10/24	2024-365E	80230-100	Invoice: 63056975	10.07	
5/10/24	2024-365E	80230-100	Invoice: 63056977	22.22	
5/10/24	2024-365E	80030-100	Invoice: 67707857	73.01	
5/10/24	2024-365E	80030-100	Invoice: 63059119	33.33	
5/10/24	2024-365E	80010-100	Invoice: 67707860	75.42	
5/10/24	2024-365E	80010-100	Invoice: 63059120	27.51	
5/10/24	2024-365E	80210-100	Invoice: 63059115	68.22	
5/10/24	2024-365E	80210-100	Invoice: 63059112	18.04	
5/10/24	2024-365E	80210-100	Invoice: 63059113	22.78	
5/10/24	2024-365E	80210-100	Invoice: 63059116	31.96	
5/10/24	2024-365E	80210-100	Invoice: 67707855	20.20	
5/10/24	2024-365E	80210-100	Invoice: 63059117	34.12	
5/10/24	2024-365E	80230-100	Invoice: 63059114	22.22	
5/10/24	2024-365E	80200-100	Invoice: 67707861	41.22	
5/10/24	2024-365E	80200-100	Invoice: 63059121	14.99	
5/10/24	2024-365E	80025-100	Invoice: 63059118	153.31	
5/10/24	2024-365E	80025-100	Invoice: 67707856	53.42	
5/10/24	2024-365E	80015-100	Invoice: 67707859	107.70	
5/10/24	2024-365E	80038-100	Invoice: 67707858	84.31	
5/10/24	2024-365E	80030-100	Invoice: 63059684	336.78	
5/10/24	2024-365E	80210-100	Invoice: 63059680	24.78	
5/10/24	2024-365E	80210-100	Invoice: 63059681	11.98	

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5/10/24	2024-365E	80210-100	Invoice: 63059687	10.53	
5/10/24	2024-365E	80210-100	Invoice: 63059682	50.16	
5/10/24	2024-365E	80025-100	Invoice: 63059683	225.56	
5/10/24	2024-365E	80015-100	Invoice: 63059686	406.92	
5/10/24	2024-365E	80038-100	Invoice: 63059685	240.36	
5/10/24	2024-365E	10006-100	Ingram Library Services		4,563.16
5/13/24	2024-366E	10007-100	Gross MLS	15,400.69	
5/13/24	2024-366E	10007-100	Gross Non MLS	8,942.96	
5/13/24	2024-366E	10007-100	Gross Hourly	14,644.84	
5/13/24	2024-366E	10007-100	Gross Smart Beginnings	1,756.88	
5/13/24	2024-366E	10006-100	ARLS-Payroll		40,745.37
5/23/24	2024-367E	84810-100	Invoice: Amazon 10027	52.86	
5/23/24	2024-367E	83700-100	Invoice: Amazon 10026	59.99	
5/23/24	2024-367E	80440-100	Invoice: Amazon 5/2/24	28.34	
5/23/24	2024-367E	80440-100	Invoice: Amazon 5/2/24.2	19.46	
5/23/24	2024-367E	81100-200	Invoice: Amazon 10030	156.20	
5/23/24	2024-367E	80440-100	Invoice: Amazon 5/3/24	99.61	
5/23/24	2024-367E	85110-100	Invoice: Amazon 10032	143.24	
5/23/24	2024-367E	80440-100	Invoice: Amazon 5/5/24	36.76	
5/23/24	2024-367E	80030-100	Invoice: Amazon 5/7/24	8.78	
5/23/24	2024-367E	81100-100	Invoice: Amazon 10040	1,093.40	
5/23/24	2024-367E	80030-100	Invoice: Amazon 5/8/24	8.78	
5/23/24	2024-367E	10006-100	Amazon.com		1,707.42
5/23/24	2024-368E	70550-600	FC Health Insurance	877.50	
5/23/24	2024-368E	70470-100	ARLS Health Insurance	12,761.24	
			Anthem BlueCross		
5/23/24	2024-368E	10006-100	BlueShield		13,638.74
			Retirees Medicare Health		
5/23/24	2024-369E	70470-100	Insurance	422.00	
5/23/24	2024-369E	70470-100	Retirees Health Insurance	900.00	
			Anthem BlueCross		
5/23/24	2024-369E	10006-100	BlueShield		1,322.00
5/23/24	2024-370E	80100-100	Invoice: LS24050041	16,783.28	
5/23/24	2024-370E	80020-100	Invoice: 5018902716	143.62	
5/23/24	2024-370E	80250-100	Invoice: 5018918846	32.93	
5/23/24	2024-370E	10006-100	Baker & Taylor		16,959.83
5/23/24	2024-371E	82070-100	Annual Subscription FY25	264.00	
5/23/24	2024-371E	10006-100	Better Impact USA, Inc.		264.00
5/23/24	2024-372E	80460-100	Invoice: 2151908	235.69	
5/23/24	2024-372E	80460-100	Invoice: 2152632	34.95	
5/23/24	2024-372E	80460-100	Invoice: 2152848	94.39	
5/23/24	2024-372E	10006-100	Blackstone Publishing		365.03
			#8299 60 017 0205967		
5/23/24	2024-373E	84100-200	Telephone - HQ	250.15	
			#8299 60 017 0205967		
5/23/24	2024-373E	82600-200	Internet - HQ	464.09	
5/23/24	2024-373E	10006-100	Comcast Communications		714.24

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			#8299 60 019 0106328		
5/23/24	2024-374E	84100-450	Telephone - PG	112.85	
			#8299 60 019 0106328		
5/23/24	2024-374E	82600-450	Internet - PG	411.59	
5/23/24	2024-374E	10006-100	Comcast Communications		524.44
			#8299 60 020 0108397		
5/23/24	2024-375E	82600-420	Internet - Dinwiddie	309.07	
5/23/24	2024-375E	10006-100	Comcast Communications		309.07
			#8299 60 020 0107829		
5/23/24	2024-376E	82600-460	Internet - Rohoic	309.07	
5/23/24	2024-376E	10006-100	Comcast Communications		309.07
			Durafold Jackets, Label		
5/23/24	2024-377E	80600-100	Protectors	275.73	
5/23/24	2024-377E	10006-100	DEMCO, Inc.		275.73
5/23/24	2024-378E	84000-420	Utilities - Dinwiddie	21.25	
5/23/24	2024-378E	84000-430	Utilities - Disputanta	21.25	
5/23/24	2024-378E	84000-440	Utilities - McKenney	21.25	
5/23/24	2024-378E	84000-450	Utilities - PG	21.25	
5/23/24	2024-378E	10006-100	Diamond Springs		85.00
5/23/24	2024-379E	80200-100	Invoice: 63063204	19.42	
5/23/24	2024-379E	80038-100	Invoice: 63063201	131.09	
5/23/24	2024-379E	80030-100	Invoice: 63063200	430.23	
5/23/24	2024-379E	80010-100	Invoice: 63063203	148.83	
5/23/24	2024-379E	80025-100	Invoice: 63063199	513.56	
5/23/24	2024-379E	80015-100	Invoice: 63063202	223.82	
5/23/24	2024-379E	80210-100	Invoice: 63063197	34.12	
5/23/24	2024-379E	80210-100	Invoice: 63063194	67.26	
5/23/24	2024-379E	80230-100	Invoice: 63063207	17.94	
5/23/24	2024-379E	80230-100	Invoice: 63063206	37.08	
5/23/24	2024-379E	80230-100	Invoice: 63063196	84.13	
5/23/24	2024-379E	80230-100	Invoice: 63063198	37.96	
5/23/24	2024-379E	80230-100	Invoice: 63063205	21.54	
5/23/24	2024-379E	80230-100	Invoice: 63063193	79.89	
5/23/24	2024-379E	80230-100	Invoice: 63063195	26.85	
5/23/24	2024-379E	80200-100	Invoice: 63063716	19.42	
5/23/24	2024-379E	80030-100	Invoice: 63063713	57.66	
5/23/24	2024-379E	80010-100	Invoice: 63063715	72.84	
5/23/24	2024-379E	80025-100	Invoice: 63063712	33.94	
5/23/24	2024-379E	80015-100	Invoice: 63063714	15.58	
5/23/24	2024-379E	80230-100	Invoice: 63063717	14.36	
5/23/24	2024-379E	80038-100	Invoice: 63064166	60.84	
5/23/24	2024-379E	80030-100	Invoice: 63064165	72.51	
5/23/24	2024-379E	80230-100	Invoice: 63064164	34.95	
5/23/24	2024-379E	80230-100	Invoice: 63064163	35.33	
5/23/24	2024-379E	80230-100	Invoice: 63064167	7.18	
5/23/24	2024-379E	80210-100	Invoice: 63065611	124.86	
5/23/24	2024-379E	80210-100	Invoice: 63065606	71.54	
5/23/24	2024-379E	80210-100	Invoice: 63065610	31.90	

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5/23/24	2024-379E	80210-100	Invoice: 63065609	34.12	
5/23/24	2024-379E	80230-100	Invoice: 63065608	11.15	
5/23/24	2024-379E	80210-100	Invoice: 63065607	21.54	
5/23/24	2024-379E	80015-100	Invoice: 63065615	72.06	
5/23/24	2024-379E	80038-100	Invoice: 63065614	33.33	
5/23/24	2024-379E	80030-100	Invoice: 63065613	33.33	
5/23/24	2024-379E	80025-100	Invoice: 63065612	30.86	
5/23/24	2024-379E	80010-100	Invoice: 63065616	30.69	
5/23/24	2024-379E	80210-100	Invoice: 63066181	55.62	
5/23/24	2024-379E	80210-100	Invoice: 63066182	5.57	
5/23/24	2024-379E	80038-100	Invoice: 63066184	38.25	
5/23/24	2024-379E	80015-100	Invoice: 63066185	21.58	
5/23/24	2024-379E	80010-100	Invoice: 63066186	35.61	
5/23/24	2024-379E	80030-100	Invoice: 63066183	15.51	
5/23/24	2024-379E	10006-100	Ingram Library Services		2,965.85
5/23/24	2024-380E	80440-100	Invoice: 505447163	61.80	
5/23/24	2024-380E	80440-100	Invoice: 505447160	130.34	
5/23/24	2024-380E	80410-100	Invoice: 505446998	72.66	
5/23/24	2024-380E	80410-100	Invoice: 505447162	31.72	
5/23/24	2024-380E	80405-100	Invoice: 505447161	582.13	
5/23/24	2024-380E	80410-100	Invoice: 505479552	278.73	
5/23/24	2024-380E	80440-100	Invoice: 505479554	114.46	
5/23/24	2024-380E	80405-100	Invoice: 505479551	145.05	
5/23/24	2024-380E	10006-100	Midwest Tape		1,416.89
5/23/24	2024-381E	84700-100	Postage	603.75	
5/23/24	2024-381E	10006-100	Purchase Power		603.75
5/23/24	2024-382E	82100-100	Financial Audi FY23	14,900.00	
			Robinson, Farmer, Cox		
5/23/24	2024-382E	10006-100	Associates		14,900.00
5/23/24	2024-383E	83700-100	Wheels for Handtruck	93.11	
5/23/24	2024-383E	10006-100	ULINE		93.11
5/28/24	2024-384E	10007-100	Gross MLS	16,749.95	
5/28/24	2024-384E	10007-100	Gross Non MLS	9,662.91	
5/28/24	2024-384E	10007-100	Gross Hourly	13,242.37	
5/28/24	2024-384E	10007-100	Gross Smart Beginnings	1,867.65	
5/28/24	2024-384E	10006-100	ARLS-Payroll		41,522.88
5/9/24	44037	80010-100	Invoice: B6780656	375.15	
5/9/24	44037	80038-100	Invoice: B6780499	1,069.21	
5/9/24	44037	10006-100	Brodart Co.		1,444.36
5/9/24	44038	80260-100	Invoice: 84227346	49.48	
5/9/24	44038	80260-100	Invoice: 84220488	78.72	
5/9/24	44038	80260-100	Invoice: 84221062	62.97	
5/9/24	44038	10006-100	Cengage Learning Inc/Gale		191.17
			Maintenance - Copier -		
5/9/24	44039	82910-200	Usage	34.38	
			Maintenance - Copier - Base		
5/9/24	44039	82910-200	Charge	19.06	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From May 1, 2024 to May 31, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/9/24	44039	10006-100	Canon Solutions America, Inc.		53.44
5/9/24	44040	83810-420	Travel - Dinwiddie 4/12/24	18.58	
5/9/24	44040	10006-100	Mary Johnson		18.58
			Supplies - Staff		
			Development, Walking		
5/9/24	44041	83700-100	Challenge	36.85	
5/9/24	44041	10006-100	Briana Terry		36.85
5/9/24	44042	83810-440	Travel - McKenney - 4/12/24	37.78	
5/9/24	44042	10006-100	Cassandra Bland		37.78
5/9/24	44043	83810-440	Travel - McKenney - 4/12/24	41.41	
5/9/24	44043	10006-100	Lori Booth		41.41
5/9/24	44044	83810-420	Travel - Dinwiddie 4/18/24	14.80	
5/9/24	44044	10006-100	Shelly Curtis		14.80
5/9/24	44045	85200-100	Chair Yoga - 5/1/24, 5/8/24	80.00	
5/9/24	44045	10006-100	Lauren Hannon		80.00
			Inv #10863 Fuel - All		
5/9/24	44046	84300-100	Vehicles	246.93	
			Inv #10948 Fuel - All		
5/9/24	44046	84300-100	Vehicles	202.87	
			Inv #11029 Fuel - All		
5/9/24	44046	84300-100	Vehicles	206.34	
5/9/24	44046	10006-100	Hopewell City Treasurer		656.14
			Grounds Maintenance -		
5/9/24	44047	84900-410	Carson	220.00	
5/9/24	44047	10006-100	Virginia Landscapers LLC		220.00
5/9/24	44048	84800-200	Janitorial - HQ	4,558.00	
5/9/24	44048	84800-410	Janitorial - Carson	220.00	
5/9/24	44048	84800-420	Janitorial - Dinwiddie	350.00	
5/9/24	44048	84800-430	Janitorial - Disputanta	256.00	
5/9/24	44048	84800-440	Janitorial - McKenney	250.00	
5/9/24	44048	84800-450	Janitorial - PG	1,545.00	
5/9/24	44048	84800-460	Janitorial - Rohoic	220.00	
5/9/24	44048	84800-480	Janitorial - Burrowsville	195.00	
5/9/24	44048	10006-100	MCS Services, Inc.		7,594.00
			Membership Dues 7/1/24 to		
5/9/24	44049	84600-100	6/30/25	150.00	
5/9/24	44049	10006-100	MALiA		150.00
5/9/24	44050	84900-450	Monitoring of Alarms - PG	59.00	
5/9/24	44050	84900-200	Monitoring of Alarms - HQ	55.00	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From May 1, 2024 to May 31, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/9/24	44050	10006-100	Petersburg Alarm Company, Inc.		114.00
5/9/24	44051	84400-100	ALA JobLIST	291.60	
5/9/24	44051	10006-100	YourMembership.com, Inc.		291.60
5/23/24	44052	80038-100	Invoice: B6790720	6.59	
5/23/24	44052	10006-100	Brodart Co.		6.59
5/23/24	44053	80260-100	Invoice: 84266954	254.16	
5/23/24	44053	80260-100	Invoice: 84284370	100.46	
5/23/24	44053	80260-100	Invoice: 84284935	78.72	
5/23/24	44053	80260-100	Invoice: 84285321	108.71	
5/23/24	44053	80260-100	Invoice: 84284189	103.46	
5/23/24	44053	10006-100	Cengage Learning Inc/Gale Copier Maintenance -		645.51
5/23/24	44054	82910-480	Burrowsville	554.00	
5/23/24	44054	10006-100	Centric Business Systems		554.00
5/23/24	44055	83500-460	Rent - Rohoic Library	300.00	
5/23/24	44055	83500-440	Rent - McKenney Library	300.00	
5/23/24	44055	83500-420	Rent - Dinwiddie Library	300.00	
5/23/24	44055	10006-100	County of Dinwiddie		900.00
5/23/24	44056	83500-450	Rent - PG Library	1,200.00	
5/23/24	44056	83500-430	Rent - Disputanta Library	150.00	
5/23/24	44056	83500-480	Rent - Burrowsville Library	300.00	
5/23/24	44056	10006-100	County of Prince George		1,650.00
5/23/24	44057	83900-100	50% Tuition Reimbursement	236.23	
5/23/24	44057	10006-100	Hailey Ritchey		236.23
5/23/24	44058	83810-440	Travel - McKenney 5/10/24	41.41	
5/23/24	44058	10006-100	Lori Booth		41.41
5/23/24	44059	83810-440	Travel - McKenney 5/10/24	37.78	
5/23/24	44059	10006-100	Cassandra Bland		37.78
5/23/24	44060	83810-420	Travel - Dinwiddie 5/10/24	18.58	
5/23/24	44060	10006-100	Mary Johnson		18.58
5/23/24	44061	83810-410	Travel - Carson 5/10/24	17.17	
5/23/24	44061	10006-100	Alyssa Noe		17.17
5/23/24	44062	83810-420	Travel - Dinwiddie 5/10/24	30.25	
5/23/24	44062	10006-100	Shelly Curtis		30.25
5/23/24	44063	83810-200	Travel - HQ 5/8/24, 5/9/24, 5/16/24	48.07	
5/23/24	44063	10006-100	Rija Mughal		48.07
5/23/24	44064	85200-100	Chair Yoga 5/15 & 5/22/24	80.00	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From May 1, 2024 to May 31, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/23/24	44064	10006-100	Lauren Hannon		80.00
5/23/24	44065	83500-200	Rent - Hopewell Library	3,750.00	
5/23/24	44065	10006-100	Hopewell City Treasurer Copyright Compliance Site		3,750.00
5/23/24	44066	85800-100	License 6/24 to 6/25 Swank Movie Licensing	974.00	
5/23/24	44066	10006-100	USA		974.00
5/23/24	44067	85000-100	Down on the Farm 6/12/24	490.00	
5/23/24	44067	10006-100	Flat Creek Farm		490.00
5/23/24	44068	80600-100	Book SLIX2 Tag White	1,986.50	
5/23/24	44068	10006-100	Tech Logic		1,986.50
5/23/24	44069	85800-100	Business Cards - Alex King	75.00	
5/23/24	44069	10006-100	BambooInk		75.00
5/23/24	44070	85200-100	Yoga - 5/6, 5/13, 5/20/24	120.00	
5/23/24	44070	10006-100	Sharon Jadrnak Copier Maintenance -		120.00
5/30/24	44071	82910-410	3/23/24 - 3/22/25	491.00	
5/30/24	44071	10006-100	Centric Business Systems		491.00
	Total			<u>227,549.91</u>	<u>227,549.91</u>

Appomattox Reg Library System

Truist CK #2024-364E

5/9/24

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/18/24	Giuseppe 9997	20200-400	Giuseppe's Pizza		63.30
			Gift Journal - Elizabeth		
4/19/24	Etsy 9998	85800-100	Trop	25.77	
4/19/24	Etsy 9998	20200-400	Etsy		25.77
4/23/24	RVA 10010	85000-100	Shirts - SRP	780.70	
4/23/24	RVA 10010	20200-400	RVA Threads		780.70
4/25/24	Amazon 9951R	85800-100	Invoice: Amazon 9951R		-158.40
4/25/24	Amazon 9951R	20200-400	Amazon.com	-158.40	
4/25/24	Read 4/25/24	80210-100	Adult Fiction - SO	32.40	
4/25/24	Read 4/25/24	20200-400	Reader Service		32.40
	Total			4,349.49	4,349.49

Appomattox Reg Library System

Truist CK #2024-364E

5/9/24

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/27/24	RTD 2/1/24	80300-200	Periodicals/Nsp - HQ	826.80	
3/27/24	RTD 2/1/24	20200-400	Richmond Times Dispatch		826.80
3/28/24	Gale 3/28/24	80260-100	Invoice: 84022771	83.22	
3/28/24	Gale 3/28/24	80260-100	Invoice: 84053645	113.21	
3/28/24	Gale 3/28/24	20200-400	Cengage Learning Inc/Gale		196.43
3/28/24	Read 3/28/24	80210-100	Invoice: Read 059	32.39	
3/28/24	Read 3/28/24	20200-400	Reader Service		32.39
3/28/24	Savory 9970	85200-100	Tea Making Event	250.00	
3/28/24	Savory 9970	20200-400	Savory Blends Tea Co.		250.00
3/31/24	Google 3/31/24	82020-100	Google E-Mail	388.76	
3/31/24	Google 3/31/24	20200-400	Google		388.76
4/2/24	Staples 9981	83700-100	Paper, Tape, Envelopes	39.85	
4/2/24	Staples 9981	84810-100	Toilet Paper	130.77	
4/2/24	Staples 9981	20200-400	Staples, Inc.		170.62
4/5/24	Schmidt's 10039	83810-100	Business Lunch at PLA	47.69	
4/5/24	Schmidt's 10039	20200-400	Schmidt's Sausage Haus Lodging/Parking PLA		47.69
4/10/24	Marriott 9989	83810-100	Conference	595.24	
4/10/24	Marriott 9989	20200-400	Marriott		595.24
4/10/24	Staples 9987	84810-100	Trash Bags	113.38	
4/10/24	Staples 9987	20200-400	Staples, Inc.		113.38
4/11/24	Agave 994	83810-100	Lunch - PLA Conference	30.00	
4/11/24	Agave 994	20200-400	Agave & Rye		30.00
4/11/24	Elevator 9994	83810-100	Dinner - PLA Conference	31.00	
4/11/24	Elevator 9994	20200-400	Elevator Brewing		31.00
4/11/24	Gale 4/11/2	80260-100	Invoice: 84076489	76.47	
4/11/24	Gale 4/11/2	80260-100	Invoice: 84077022	61.47	
4/11/24	Gale 4/11/2	80260-100	Invoice: 84085122	47.23	
4/11/24	Gale 4/11/2	20200-400	Cengage Learning Inc/Gale		185.17
4/11/24	Park 9994	83810-100	Parking	0.85	
4/11/24	Park 9994	20200-400	ParkMobile		0.85
4/11/24	Rural 4/11/24	82600-480	Internet - Burrowsville	219.00	
4/11/24	Rural 4/11/24	20200-400	RuralBand		219.00
4/11/24	Staples 9995	81100-440	Vacuum - McKenney	183.99	
4/11/24	Staples 9995	20200-400	Staples, Inc.		183.99
4/13/24		82000-100	Software Licenses	29.99	
4/13/24		20200-400	Adobe Indesign		29.99
4/14/24	Publix 9991	85880-100	Library Week Brownies	84.56	
4/14/24	Publix 9991	20200-400	Publix		84.56
4/16/24	Staples 9996	83700-200	Toner	189.07	
4/16/24	Staples 9996	84810-100	Toilet Cleaner	30.78	
4/16/24	Staples 9996	20200-400	Staples, Inc.		219.85
4/18/24	Giuseppe 9997	85860-100	Food - Board Meetings	63.30	

Appomattox Reg Library System
Sam's CK #2024-360E

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/27/24	Sams 9971	85210-100	Paper Towels, Snacks	93.46	
3/27/24	Sams 9971	84810-100	Paper Towels	95.92	
			Supplies - Staff Vending		
3/27/24	Sams 9971	83710-100	Mach	63.96	
3/27/24	Sams 9971	20200-200	Sam's Club Direct		253.34
			Supplies - Staff Vending		
4/19/24	Sams 9999	83710-100	Mach	10.48	
4/19/24	Sams 9999	84810-100	Lysol, Toilet Paper	100.90	
4/19/24	Sams 9999	20200-200	Sam's Club Direct		111.38
	Total			364.72	364.72

Appomattox Reg Library System

Amazon

For the Period From May 1, 2024 to May 31, 2024

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

Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
5/1/24	83700-100	Supplies - Regional	Amazon 10002	Index Card Holders with Dividers	13.99	
5/1/24			Amazon 10002	Amazon.com		13.99
5/1/24	83700-100	Supplies - Regional	Amazon 10009	Decorations, Card Holder	35.98	
5/1/24			Amazon 10009	Amazon.com		35.98
5/1/24	84810-100	Supplies - Janitorial	Amazon 10013	Soap	42.39	
5/1/24			Amazon 10013	Amazon.com		42.39
5/5/24	83700-100	Supplies - Regional	Amazon 9993R	Return of Adapter		-34.49
5/5/24			Amazon 9993R	Amazon.com	-34.49	
CK #2024-348E					57.87	57.87
5/10/24						
5/2/24	83700-100	Supplies - Regional	Amazon 10026	Receipt Paper	59.99	
5/2/24			Amazon 10026	Amazon.com		59.99
5/2/24	84810-100	Supplies - Janitorial	Amazon 10027	Gloves	52.86	
5/2/24			Amazon 10027	Amazon.com		52.86
5/2/24	80440-100	Juvenile A/V	Amazon 5/2/24	YSAV	28.34	
5/2/24			Amazon 5/2/24	Amazon.com		28.34
5/2/24	80440-100	Juvenile A/V	Amazon 5/2/24.2	YSAV	19.46	
5/2/24			Amazon 5/2/24.2	Amazon.com		19.46
5/3/24	81100-200	Non-Computer Equip - HQ	Amazon 10030	Scanner - HQ	156.20	
5/3/24			Amazon 10030	Amazon.com		156.20
5/3/24	80440-100	Juvenile A/V	Amazon 5/3/24	YSAV	99.61	
5/3/24			Amazon 5/3/24	Amazon.com		99.61
5/6/24	80440-100	Juvenile A/V	Amaaon 5/5/24	YSAV	36.76	
5/6/24			Amaaon 5/5/24	Amazon.com		36.76
5/6/24	85110-100	Supplies - Youth Services	Amazon 10032	Const Paper, Wipes, Dice, Bubble Blower	143.24	
5/6/24			Amazon 10032	Amazon.com		143.24
5/7/24	80030-100	Juvenile Easys	Amazon 5/7/24	Easies	8.78	
5/7/24			Amazon 5/7/24	Amazon.com		8.78
5/8/24	81100-100	Non-Computer Equip. - Reg	Amazon 10040	Canon Image Scanners	1,093.40	
5/8/24			Amazon 10040	Amazon.com		1,093.40
5/8/24	80030-100	Juvenile Easys	Amazon 5/8/24	Easies	8.78	
5/8/24			Amazon 5/8/24	Amazon.com		8.78
CK #2024-367E					1,707.42	1,707.42
5/23/2024						

Appomattox Reg Library System
 First Connections Report
 For the Period From Jul 1, 2023 to May 31, 2024

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		
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		
12/22/23	Payment from FC		8,262.78	
12/31/23	December Salary & Benefits	5,882.05		
1/22/24	Payment from FC		5,882.05	
1/31/24	January Salary & Benefits	5,882.05		
2/29/24	Payment from FC		5,882.05	
2/29/24	February Salary & Benefits	5,882.05		
3/18/24	Payment from FC		5,882.05	
3/31/24	March Salary & Benefits	5,882.05		
4/15/24	Payment from FC		5,882.05	
4/30/24	April Salary & Benefits	5,882.05		
5/28/24	Payment from FC		5,882.05	
5/31/24	May Salary & Benefits	8,262.78		
5/31/24	Ending Balance			8,262.78

Board of Trustees Meeting Locations
July 2024 – June 2025

Date	Location	Time
July 17, 2024	Rohoic	1:00 p.m.
August 2024	NO MEETING	-
September 18, 2024	McKenney	1:00 p.m.
October 16, 2024	Carson	1:00 p.m.
November 2024	NO MEETING	-
December 11, 2024	Prince George	1:00 p.m.
January 15, 2025	Hopewell	1:00 p.m.
February 19, 2025	Rohoic	1:00 p.m.
March 19, 2025	McKenney	1:00 p.m.
April 16, 2025	Carson	1:00 p.m.
May 21, 2025	Prince George	1:00 p.m.
June 18, 2025	Hopewell	TBD – precedes Staff Appreciation Dinner

SECTION THIRTEEN: RULES OF CONDUCT FOR LIBRARY USERS

13.1 Appropriate Library Conduct

REV 3/5/01

It is the responsibility of the library staff to maintain library environments in a pleasant manner for as many people as possible. In doing so, the library staff should not ignore a patron whose behavior disturbs others. Likewise, it is equally important that the library staff be tolerant of a patron who behaves unusually, but who does not disturb others.

The library system shall have the authority to ask anyone to leave the library that is not behaving in an acceptable manner on the premises. Unacceptable behavior is behavior which interferes with others' use of the library. Anyone who has been removed may appeal this action to the Library Board of Trustees.

13.2 Staff Safety Policy

REV 5/21/19

It is the policy of the Appomattox Regional Library System to seek to maintain a safe workplace, free from any threat of physical violence, emotional abuse, or any form of potentially violent intimidation. Therefore the following policies will be followed:

- Acts of violence, verbal intimidation, obscenity, vandalism, sabotage, damage to library property, or the threat of such acts are prohibited.

All complaints, reports, or advisements will be thoroughly investigated and reported to the proper law enforcement authorities as is warranted by the circumstances. Library staff members are advised to report any such acts, or threats of such acts as stated above, to the supervising librarian immediately. Failure to comply with this policy is a direct violation of library rules and may result in the activation of disciplinary procedures up to and including termination of employment. Any such acts or threats of such acts as described above which are committed by library patrons or visitors, will not only be reported to law enforcement officials,

13.3 Unattended Children

REV 3/5/01

Children are welcome in all of our libraries and we are concerned about their safety and welfare. However, parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the library.

If an unattended child is being disruptive, is habitually left unattended for long periods of time, or is deemed to be at risk of coming to harm (as in the case of a child being left unattended when the library is ready to close) the Library will take action. An effort will be made to locate the responsible parent, guardian or caregiver. If necessary, appropriate law enforcement or child protective authorities will be notified to take custody of the child.

We respect the privacy of all library patrons and will intervene only when, in the opinion of the library staff, the safety and well-being of a child is threatened.

13.4 Smoking

Rev. 5/21/19

Smoking, vaping, or e-cigarettes are not permitted in any areas of the library, public or non-public.

13.5 Food and Drink

REV. 6/24/03

The consumption of food or drinks in open containers is not permitted in the public areas of libraries except in specific designated areas (if the library has one) or during appropriate library activities or public activities as covered in policy 12.1 of this document. Drinking of beverages in a container with some type of lid that prevents spillage if the container was dropped or knocked over at any time during its use is allowed in public areas.

Section 13: Rules of Conduct for Using the Library Adopted _____

13.1 Appropriate Library Conduct

The Appomattox Regional Library System (ARLS) and its staff make every effort to provide library patrons with a welcoming environment that fosters lifelong learning. The library's mission is to provide opportunities for access to information, entertainment and technology. In doing so, ARLS patrons gather individually and as groups within ARLS's locations.

ARLS is not a "quiet library". It is not a study hall where staff will quiet every laugh, sound or patron interaction. It is expected that patrons will have conversations, children will take advantage of the children's spaces, program participants will enjoy the experience and entertainment. At the same time, every patron using an ARLS location should expect to be able to use the library space without unreasonable disruptions and without having to experience disturbing behavior of other patrons. ARLS staff will address any problems they observe or which are brought to their attention. Patrons being unreasonably disruptive will be warned once. If the behavior continues, the patron will be directed to leave the library for the day. Depending on the circumstances, a patron being unreasonably disruptive may be barred from ARLS property for up to six months.

Patrons demonstrating highly disturbing behavior will be directed to leave the property immediately. A patron demonstrating highly disturbing behavior will be barred from ARLS property for one year and may return to an ARLS location only after meeting with the assistant director or with the director in the assistant director's absence. The assistant director or director will determine after the meeting if the patron will be allowed to return to ARLS property or if the patron's barring should be continued for additional time.

All patrons barred from ARLS property will receive written notice of the decision by regular mail if possible. Otherwise, the patron will be notified by hand delivery of the letter the next time the patron visits an ARLS location.

A person barred from library property may appeal the decision by requesting a meeting with the director. After meeting with the director, either in person or electronically, the director, in the director's sole discretion, may reduce or end the person's barring period.

13. 2 Unreasonably Disruptive Behavior

The following are grounds for barring a patron from ARLS property after the patron has been warned to stop disrupting the use of the library for other patrons:

1. Disorderly conduct which means any behavior that interferes with regular use of ARLS services by a patron or ARLS staff. Disorderly conduct includes, but is not limited to, loud conversations or ongoing noises of excessive volume that interferes with other patrons or the staff using the library.
2. Use of abusive, obscene, or sexual language.
3. Consuming food in the library other than designated areas. Beverages with lids are permitted inside the library. Otherwise, beverages may only be consumed in designated cafe' areas.
4. Entering without shoes or shirt or removing the same while in the library.
5. Selling or soliciting money within the library. ARLS may make an exception for presenters at library or Friends of the Library sponsored events to sell books or merchandise. Exceptions will be made at the sole discretion of the library director.
6. Misuse of the restrooms including, but not limited to, bathing, shaving, changing or washing of clothes.
7. Sitting on or putting feet or legs on the tables inside the library. Patrons may not recline or lie horizontally in the library. Exceptions may be made by the presenter during a children's program or exercise program.
8. Sleeping in the library is not permitted.
9. Smoking, vaping or use of any other tobacco products inside the library. Patrons choosing to smoke may not do so immediately outside the library's entrances as this blocks the entrances and subjects library users to breathing second hand smoke.
10. Continued use of audio, cell phones, or speakers when the volume is sufficiently loud to be heard by other patrons. Patrons are expected to use headphones. ARLS will make every effort to reasonably accommodate patrons with impaired hearing.
11. Bringing any animal inside of the library other than designated service animals. Emotional support animals are not considered a designated service animal. The library may make an exception for presenters bringing animals to the library as part of a scheduled program.
12. Violating the ARLS's Internet Use Policy whether using library workstations or the library's WiFi.
13. Bringing in more than two bags. No bag may exceed 16"x16"20". The library director may make exceptions for library staff, programs and meetings.

14. Placing or leaving personal property inside the library in a manner that blocks or impedes access by other patrons or library staff to shelves, resources or rooms.
15. Interfering, hindering or deliberately impeding patrons or staff from entering the library or moving about the library.

13.3 Highly Disturbing Behavior

The following represent highly disturbing behavior and are grounds for immediately ordering the person to leave the library. The person will not receive a warning to cease such conduct. Law enforcement will be called if necessary to remove the person from ARLS property.

1. Harassing (by physically, verbally or sexually abusive behavior) or threatening another patron or library staff.
2. Engaging in any illegal activity or behavior on library property.
3. Selling, distributing, or consuming any alcoholic beverage.
4. Being under the influence of any intoxicating beverage or controlled substance.
5. Mutilating, defacing, destroying or stealing any library property, the property of any other patron or the property of library staff. If library staff have reasonable grounds to believe library property has not been properly checked out, staff can request the patron to stay in the library so staff can assess what triggered the alarm. Refusal to allow library staff to inspect a patron's belongings along with the continued activation of the alarm system will be considered in barring the patron from the library.
6. Engaging in sexual acts or making a display of public nudity. In compliance with Section 32.1-370 of the Code of Virginia, accommodations will be made for breastfeeding in a public area.
7. Refusing to leave the library as directed to do so by library staff as a result of violating any of the library's Rules of Conduct.

13.4 Unattended Personal Property

ARLS is not responsible for unattended possessions, and urges library users to discourage crime by keeping their property with them. Staff may move items that are blocking or impeding access to shelves, resources or rooms. It is the patron's responsibility to keep track of their belongings. Staff will dispose of any found food, beverages or any prohibited items under these rules.

Items left on ARLS property due to a patron suffering a medical emergency will be stored until close of business on the third day following the incident. Staff are not

responsible for identifying the owner of any stored property. It is the patron's responsibility to claim their property or to notify the library another person will be recovering the property. Other than moving the item into storage, the library takes no responsibility for the care or maintenance of found items. Items that are determined to be hazardous to the library or its property will not be stored.

Unattended items left after closing for any reason other than a medical emergency may be disposed of by library staff the same day. Unattended items from medical emergencies may be disposed of by library staff after three business days.