

# APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

September 18, 2024

Rohoic Library  
(Eastside Community Center Board Room)  
1:00 p.m.

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

**September 18, 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 – July 17, 2024

Statistical Report – dated September 18, 2024

Financial Report – dated September 18, 2024

Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Staff Update
- R2.** Reconsideration of Materials Requests
- R3.** Summer Reading Update
  - i) Adult Participation
  - ii) Adult Programming
  - iii) Youth Participation
  - iv) Youth Programming
- R4.** 50<sup>th</sup> Anniversary Celebration Events
- R5.** Long Range Plan Planning
- R6.** FY2026 Budget Planning
- R7.** Unattended Child Policy

**Committee Reports:**

**New Business:**

**Unfinished Business:**

**Adjournment**

**Next meeting on October 16, 2024 at 1:00 pm at the Prince George Library**

**Appomattox Regional Library System  
Board of Trustees Regular Meeting  
Minutes of July 17, 2024**

**Call to Order:** The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, July 17, 2024, at the Hopewell Library located at 200 East Carson Street, Hopewell, Virginia. Chairperson Randi Hawkins called the meeting to order at 1 p.m.

**Trustees present:**

Dinwiddie County: Ms. Randi Hawkins, chairperson, Dr. Sandra E. Ruffin, vice chairperson and secretary, and Ms. Schneria Valentine; Hopewell City: Mr. Larry Pankey, treasurer, and Mr. William Stewart; and Prince George County: Ms. Angela Bennett and Ms. Amanda Binford. All current appointees were in attendance.

**Trustees absent:** A vacant Board position continues in Hopewell and one in Prince George.

**Staff present:** Mr. Brian Manning, regional library director, and Ms. Briana Terry, administrative and personnel services manager

**Approval of Agenda and Consent Agenda:**

Dr. Ruffin moved to approve the agenda upon amendment to begin with unfinished business, seconded by Mr. Stewart, and the motion was carried.

Following the discussion and actions on unfinished business, Ms. Bennett moved to approve the consent agenda and Mr. Pankey, seconded. The motion was carried. Approval of consent agenda included the minutes of May 15, 2024, with correction of the date on page 2; and minutes of June 20, 2024, with correction of attendance (Angela Bennett, present and Amanda Binford, absent). Mr. Pankey asked for removal of the second sentence under R2. of the Director's report.

Ms. Bennett moved to accept the Statistical Report, dated June 2024; Statistical Reports, dated July 17, 2024; Financial Report, dated July 17, 2024, and Bills for Review. Ms. Bennett seconded, and the motion was carried.

**Communications:** Dr. Ruffin reported that staff at the Dinwiddie Library had concerns about their desk printer. Mr. Manning responded that a new printer is on order.

**Citizen Comments:** None

**Report of Library Director:**

**R1.** The part-time circulation position at the Prince George Library is being filled. An internal candidate has accepted the materials services professional position at the Hopewell Library, which now leaves her position, full-time library assistant, vacant. However, there is expectation of several internal candidates. Filling the volunteer coordinator part-time position is in process. The Director expects the Library will be fully staffed in September 2024.

**R2.** The adult summer reading program continues to exceed expectations. More information to come.

**Appomattox Regional Library System**  
**Minutes of July 17, 2024**  
**Page 2**

**R3.** The staff appreciation dinner was well attended and well received by staff. Board members, Mr. Stewart and Mr. Pankey were in attendance.

**R4.** Data and discussion were given on years in comparisons for FY 2020-2024 for annual visits, adult program attendance, youth program attendance-0-11; youth program attendance-12-18; meeting room use and attendance; request for assistance; and circulation. For FY 2024, the data show significant gains in each category, except youth program attendance. A significant portion of children's programming was offered online or social media outlets during FY 2020 and 2021.

**R5.** There was further discussion on the revision of Rules of Conduct for Using the Library. The Board also received good discussion from the public. Following the effective date, September 4, 2024, signs will be posted throughout each Library, postings on social media, and publications will be used to help educate the public on the new policy.

**Committee reports:** None

**New Business:**

- Mr. Stewart moved that the Board amend the ARLS By-Laws, Article III – Quorum, to read: A quorum for the transaction of business shall consist of a majority of filled seats rather than the number of total seats. Mr. Pankey seconded, and the motion was carried.

The current by-law states: "A quorum for the transaction of business shall consist of a majority of the members of the Board."

**Unfinished Business:**

- Ms. Binford moved that the Board approve the proposed Rules of Conduct for Using the Library, Section 13 of the Appomattox Regional Library System, Policies Manual, seconded by Dr. Ruffin. The motion was carried. The new policy becomes effective on September 3, 2024.
- A proposed schedule of Board of Trustees Meeting Locations for July 2024 – June 2025 was accepted. There was consensus to hold Board meetings at the central libraries in each district, Rohoic Library, Prince George Library, and the Hopewell Library.

**Adjournment:**

There will be no Board meeting in August 2024. The next meeting will be held on September 18, 2024, at the Rohoic Library at 7301 Boydton Plank Road, North Dinwiddie.

With no further discussion, Ms. Binford moved to adjourn, Ms. Bennett seconded, and the motion was carried. The Chairperson adjourned the meeting at 2:10 p.m.

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



Statistical Report  
September 18, 2024

Statistical Report - FY2025  
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by		CHANGE FROM FY24
															Month	Month	
Burrowsville	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	297	4,442			
	FY25	462	504												966	12%	13%

Carson Depot	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	774	8,840			
	FY25	779	834												1613	16%	8%

Dinwiddie	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	1,831	19,739			
	FY25	1,823	1,752												3,575	-6%	-3%

Disputanta	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	800	7,174			
	FY25	641	658												1,299	16%	34%

Hopewell	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	9,090	103,669			
	FY25	11,129	9,564												20,693	-8%	1%

Statistical Report  
September 18, 2024

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	Change from FY24
McKenney	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	1,329	14,444		
	FY25	1,320	1,228											2,548	-9%	3%

Prince George	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	10,884	76,067		
	FY25	10,536	9,851											20,387	89%	90%

Rohoic	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	1,128	14,795		
	FY25	1,220	1,197											2,417	-13%	-11%

Econtent	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	2,813	2,581	2,655	2,698	29,001		
	FY25	2,903	3,055											5,958	30%	28%

ARLS Totals	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	28,831	278,171		
	FY25	30,813	28,643	0	0	0	0	0	0	0	0	0	0	59,456	18%	24%



Statistical Report  
September 19, 2024

PATRON VISITS FY2025	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	227	154	0	0	0	0	0	0	0	0	0	0	381
Carson Depot	181	211	0	0	0	0	0	0	0	0	0	0	392
Dinwiddie	605	527	0	0	0	0	0	0	0	0	0	0	1,132
Disputanta	175	177	0	0	0	0	0	0	0	0	0	0	352
Hopewell	15,205	13,781	0	0	0	0	0	0	0	0	0	0	28,986
McKenney	406	398	0	0	0	0	0	0	0	0	0	0	804
Prince George	6,018	5,899	0	0	0	0	0	0	0	0	0	0	11,917
Rohoic	419	415	0	0	0	0	0	0	0	0	0	0	834
<b>TOTAL</b>	<b>23,236</b>	<b>21,562</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,798</b>
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	178	144	0	0	0	0	0	0	0	0	0	0	322
Meeting Room Users	1,055	892	0	0	0	0	0	0	0	0	0	0	1,947
Book Group	8	7	0	0	0	0	0	0	0	0	0	0	15
Adult Program**	576	716	0	0	0	0	0	0	0	0	0	0	1,292
Non-SRP Child Program	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-SRP Teen Program	0	0	0	0	0	0	0	0	0	0	0	0	0
Storytime	427	465	0	0	0	0	0	0	0	0	0	0	892
SRP Child	2,408	2,103	0	0	0	0	0	0	0	0	0	0	4,511
SRP Teen	16	29	0	0	0	0	0	0	0	0	0	0	45
Community Outreach	377	580	0	0	0	0	0	0	0	0	0	0	957
Notary Services	64	66	0	0	0	0	0	0	0	0	0	0	130
Database Usage	1,645	2,364	0	0	0	0	0	0	0	0	0	0	4,009
<b>TOTALS</b>	<b>6,754</b>	<b>7,366</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,120</b>

\*\*Includes online programming

Statistical Report  
September 18, 2024

REFERENCE QUESTIONS - FY2025	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	42	49	0	0	0	0	0	0	0	0	0	0	91
Carson Depot	72	36	0	0	0	0	0	0	0	0	0	0	108
Dinwiddie	209	190	0	0	0	0	0	0	0	0	0	0	399
Disputanta	58	63	0	0	0	0	0	0	0	0	0	0	121
Hopewell	1,566	1,484	0	0	0	0	0	0	0	0	0	0	3,050
McKenney	145	142	0	0	0	0	0	0	0	0	0	0	287
Prince George	935	1,088	0	0	0	0	0	0	0	0	0	0	2,023
Rohoic	146	127	0	0	0	0	0	0	0	0	0	0	273
<b>TOTALS</b>	<b>3,173</b>	<b>3,179</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,352</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	11	8	0	0	0	0	0	0	0	0	0	0	19
WIFI	13	13	0	0	0	0	0	0	0	0	0	0	26
Carson Depot Workstation	25	23	0	0	0	0	0	0	0	0	0	0	48
WIFI	30	33	0	0	0	0	0	0	0	0	0	0	63
Dinwiddie Workstation	57	42	0	0	0	0	0	0	0	0	0	0	99
WIFI	34	38	0	0	0	0	0	0	0	0	0	0	72
Disputanta Workstation	39	59	0	0	0	0	0	0	0	0	0	0	98
WIFI	98	114	0	0	0	0	0	0	0	0	0	0	212
Hopewell Workstation	1,371	1,499	0	0	0	0	0	0	0	0	0	0	2,870
WIFI	932	934	0	0	0	0	0	0	0	0	0	0	1,866
McKenney Workstation	43	54	0	0	0	0	0	0	0	0	0	0	97
WIFI	47	43	0	0	0	0	0	0	0	0	0	0	90
Prince George Workstation	401	397	0	0	0	0	0	0	0	0	0	0	798
WIFI	320	324	0	0	0	0	0	0	0	0	0	0	644
Rohoic Workstation	22	14	0	0	0	0	0	0	0	0	0	0	36
WIFI	32	29	0	0	0	0	0	0	0	0	0	0	61
<b>TOTALS</b>	<b>3,475</b>	<b>3,624</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,099</b>

Hotspot Circulation

135 119

254



Appomattox Regional Library System

Revenue and Expenses

July 1, 2024 - June 30, 2025

fund#	Revenue 08/31/24	Adopted FY2025 Budget	Receipts to Previous Month	Monthly Receipts - 08/24	Total Receipts - 08/31/24	Percentage Received
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%
102	Hopewell	\$737,544	\$184,596	\$0	\$184,596	25.0%
103	Dinwiddie	\$352,795	\$88,309	\$0	\$88,309	25.0%
104	Prince George	\$705,050	\$176,467	\$0	\$176,467	25.0%
105	State Funds	\$614,920	\$168,613	\$0	\$168,613	27.4%
106	Lost/Damaged/Fees	\$1,000	\$518	\$441	\$959	95.9%
107	Copying/Fax Receipts	\$25,000	\$1,884	\$2,101	\$3,985	15.9%
108	Endowment Funds	\$16,900	\$26,873	\$0	\$26,873	159.0%
109	E-Rate Refunds	\$13,000	\$0	\$0	\$0	0.0%
110	Gifts/Donations	\$1,000	\$1,010	\$150	\$1,160	116.0%
111	Grants	\$1,000	\$0	\$0	\$0	0.0%
112	Other	\$2,700	\$471	\$102	\$573	21.2%
	<b>TOTALS</b>	<b>\$2,590,909</b>	<b>\$648,739</b>	<b>\$2,794</b>	<b>\$651,534</b>	<b>25.1%</b>

**Balance Due**

\$20,000
\$100,000
\$552,949
\$264,486
\$528,583
\$446,308
\$41
\$21,015
(\$9,973)
\$13,000
(\$160)
\$1,000
\$2,127
<b>\$1,939,375</b>

Fund#	EXPENSES 08/31/2024	FY25 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/24	TOTAL EXPENSES 08/31/24	PERCENTAGE SPENT	BALANCE
	<b>Personnel</b>						
200	MLS Salaries & Wages	\$539,151	\$42,009	\$46,606	\$88,615	16.4%	\$450,537
201	Non-MLS Salary & Wages	\$729,849	\$51,772	\$53,630	\$105,402	14.4%	\$624,447
202	Benefits for Staff/Retirees	\$370,965	\$24,180	\$24,119	\$48,299	13.0%	\$322,666
	<b>Total Personnel</b>	<b>\$1,639,965</b>	<b>\$117,960</b>	<b>\$124,355</b>	<b>\$242,316</b>	<b>14.8%</b>	<b>\$1,397,650</b>
	<b>Books &amp; Materials</b>						
300	Books	\$105,000	\$397	\$10,024	\$10,421	9.9%	\$94,579
301	Leased Materials	\$16,000	\$0	\$0	\$0	0.0%	\$16,000
302	Standing Order Books	\$33,475	\$2,076	\$2,596	\$4,672	14.0%	\$28,803
303	Print News & Periodicals	\$10,000	\$0	\$0	\$0	0.0%	\$10,000
304	Audiovisual Materials	\$32,000	\$151	\$2,424	\$2,575	8.0%	\$29,425
305	Electronic Materials	\$8,000	\$0	\$27,031	\$27,031	337.9%	(\$19,031)
306	Material Services Supplies	\$6,000	\$0	\$1,393	\$1,393	23.2%	\$4,607
308	Restricted - Donation/Grant	\$200	\$0	\$0	\$0	0.0%	\$200
310	Econtent	\$40,000	\$1,800	\$9,085	\$10,885	27.2%	\$29,115
	<b>Total Books &amp; Materials</b>	<b>\$250,675</b>	<b>\$4,423</b>	<b>\$52,553</b>	<b>\$56,976</b>	<b>22.7%</b>	<b>\$193,699</b>
	<b>Capital Expenditures</b>						
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$90,000	\$0	\$1,441	\$1,441	1.6%	\$88,559
401	Computer Hardware	\$65,000	\$1,332	\$1,332	\$2,664	4.1%	\$62,336
	<b>Total Capital Expenditures</b>	<b>\$155,000</b>	<b>\$1,332</b>	<b>\$2,773</b>	<b>\$4,105</b>	<b>2.6%</b>	<b>\$150,895</b>
	<b>Contractual</b>						
500	Lyrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
	Software & Web Based App.						
501	Licensing Contracts	\$62,000	\$21,078	\$691	\$21,769	35.1%	\$40,231
502	Audit	\$21,500	\$0	\$0	\$0	0.0%	\$21,500
503	Cataloging MARC Records	\$3,000	\$2,611	\$0	\$2,611	87.0%	\$389
505	Computer Support/Service Calls	\$70,000	\$12,622	\$15,778	\$28,399	40.6%	\$41,601

Fund#	EXPENSES 08/31/2024	FY25 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/24	TOTAL EXPENSES 08/31/24	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$40,000	\$2,730	\$3,885	\$6,615	16.5%	\$33,385
508	Printing and Publications	\$10,000	\$0	\$0	\$0	0.0%	\$10,000
	<b>Total Contractual</b>	<b>\$209,600</b>	<b>\$39,041</b>	<b>\$20,354</b>	<b>\$59,395</b>	<b>28.3%</b>	<b>\$150,205</b>
	<b>Facilities/Maint./Operations</b>						
600	Equip. Repair & Maintenance	\$7,000	\$50	\$43	\$93	1.3%	\$6,907
601	TLC Maintenance Contract	\$16,500	\$0	\$16,492	\$16,492	100.0%	\$8
602	Facilities and Rent	\$76,650	\$6,300	\$6,300	\$12,600	16.4%	\$64,050
603	Supplies	\$20,000	\$1,762	\$1,661	\$3,423	17.1%	\$16,577
604	Travel / Workshops /Conf. Fees	\$5,000	\$408	\$1,123	\$1,531	30.6%	\$3,469
605	Training / Education	\$2,000	\$0	\$1,410	\$1,410	70.5%	\$590
606	Utilities	\$3,750	\$340	\$558	\$898	23.9%	\$2,852
607	Telephone (Voice)	\$13,600	\$635	\$688	\$1,323	9.7%	\$12,277
608	Insurance	\$12,750	\$534	\$0	\$534	4.2%	\$12,216
609	Vehicle Maintenance & Fuel	\$5,000	\$278	\$256	\$534	10.7%	\$4,466
610	Job & Contracting Advertising	\$2,500	\$74	\$0	\$74	3.0%	\$2,426
611	Promotional Advertising	\$5,000	\$0	\$2,012	\$2,012	40.2%	\$2,988
612	Organization/Association Dues	\$3,500	\$90	\$15	\$105	3.0%	\$3,395
613	Postage	\$5,500	\$746	\$980	\$1,725	31.4%	\$3,775
614	Janitorial	\$94,000	\$8,011	\$7,738	\$15,749	16.8%	\$78,251
615	Other Building Maintenance	\$9,000	\$7,750	\$3,074	\$10,824	120.3%	(\$1,824)
	<b>Total</b>	<b>\$281,750</b>	<b>\$26,977</b>	<b>\$42,350</b>	<b>\$69,326</b>	<b>24.6%</b>	<b>\$212,424</b>
	<b>Facilities/Maint./Operations</b>						
	<b>Programs/Activites/Other</b>						
700	YS Summer Reading Program	\$7,000	\$0	\$740	\$740	10.6%	\$6,260
701	YS Programming & Supplies	\$6,000	\$483	\$474	\$957	16.0%	\$5,043
703	Adult Programming & Supplies	\$9,000	\$0	\$0	\$0	0.0%	\$9,000



Fund#	EXPENSES 08/31/2024	FY25 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/24	TOTAL EXPENSES 08/31/24	PERCENTAGE SPENT	BALANCE
704	Local History Collection/Progs.	\$350	\$0	\$0	\$0	0.0%	\$350
705	Reserve	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
709	Misc. Professional Serv. & Other	\$11,769	\$462	\$271	\$734	6.2%	\$11,035
	<b>Total Programs/Activ./Other</b>	<b>\$39,119</b>	<b>\$946</b>	<b>\$1,486</b>	<b>\$2,431</b>	<b>6.2%</b>	<b>\$36,688</b>
	<b>GRAND TOTALS</b>	<b>\$2,576,109</b>	<b>\$190,678</b>	<b>\$243,871</b>	<b>\$434,550</b>	<b>16.9%</b>	<b>\$2,141,560</b>

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<u>Date</u>	<u>Check #</u>	<u>Account ID</u>	<u>Line Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
7/11/24	200791	21000-100	Federal Taxes Withheld	3,189.53	
			Social Security Taxes		
7/11/24	200791	22000-100	Withheld	2,894.46	
7/11/24	200791	22000-100	FC Social Security	134.28	
7/11/24	200791	22000-100	ARLS Social Security	2,760.18	
			Medicare Taxes		
7/11/24	200791	23000-100	Withheld	676.91	
7/11/24	200791	23000-100	FC Medicare Taxes	31.40	
7/11/24	200791	23000-100	ARLS Medicare	645.51	
			Electronic Federal Tax		
7/11/24	200791	10006-100	Payment		10,332.27
7/25/24	200792	21000-100	Federal Taxes Withheld	3,367.19	
			Social Security Taxes		
7/25/24	200792	22000-100	Withheld	3,089.46	
7/25/24	200792	22000-100	FC Social Security	134.28	
7/25/24	200792	22000-100	ARLS Social Security	2,955.18	
			Medicare Taxes		
7/25/24	200792	23000-100	Withheld	722.54	
7/25/24	200792	23000-100	FC Medicare Taxes	31.40	
7/25/24	200792	23000-100	ARLS Medicare	691.14	
			Electronic Federal Tax		
7/25/24	200792	10006-100	Payment		10,991.19
7/11/24	2013-978	70540-600	FC Life Insurance	64.21	
7/11/24	2013-978	70540-600	FC VRS Retirement	185.92	
7/11/24	2013-978	27000-200	VRS Withheld	2,976.80	
7/11/24	2013-978	70460-100	ARLS VRS Insurance	850.19	
7/11/24	2013-978	70460-100	ARLS VRS Retirement	1,747.67	
7/11/24	2013-978	10006-100	Treasurer of Virginia		5,824.79
7/11/24	2013-980	27000-400	EZ Link Voluntary	476.12	
7/11/24	2013-980	10006-100	Treasurer of Virginia		476.12
7/11/24	2013-981	27000-300	EZ Link Withheld	214.53	
7/11/24	2013-981	70460-100	Ez Link Retirement	532.64	
7/11/24	2013-981	10006-100	Treasurer of Virginia		747.17
7/25/24	2013-982	27000-400	EZ Link Voluntary	476.12	
7/25/24	2013-982	10006-100	Treasurer of Virginia		476.12
7/25/24	2013-983	27000-300	EZ Link Withheld	214.53	
7/25/24	2013-983	70460-100	Ez Link Retirement	532.64	
7/25/24	2013-983	10006-100	Treasurer of Virginia		747.17
			Invoice: Amazon		
7/3/24	2025-01E	80020-100	6/17/24	15.99	
			Invoice: Amazon		
7/3/24	2025-01E	80020-100	6/12/24	84.03	

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7/3/24	2025-01E	83700-100	Invoice: Amazon 10104	14.63	
7/3/24	2025-01E	80230-100	Invoice: Amazon 6/18/24	50.57	
7/3/24	2025-01E	80015-100	Invoice: Amazon 6/18/24	67.06	
7/3/24	2025-01E	80038-100	Invoice: Amazon 6/18/24	13.98	
7/3/24	2025-01E	80260-100	Invoice: Amazon 6/24/24	39.99	
7/3/24	2025-01E	80025-100	Invoice: Amazon 6/24/24	69.94	
7/3/24	2025-01E	80020-100	Invoice: Amazon 6/12/24C	-2.51	
7/3/24	2025-01E	80020-100	Invoice: Amazon 6/12/24C.2	-0.76	
7/3/24	2025-01E	10006-100	Amazon.com		352.92
7/3/24	2025-02E	84100-440	#8299 60 021 0013348 Telephone - McKenney	49.90	
7/3/24	2025-02E	82600-440	#8299 60 021 0013348 Internet - McKenney	398.81	
7/3/24	2025-02E	10006-100	Comcast Communications		448.71
7/3/24	2025-03E	82600-430	#8299 60 019 0107136 Telephone - Disputanta	304.07	
7/3/24	2025-03E	10006-100	Comcast Communications		304.07
7/3/24	2025-04E	84100-100	Telephone - Regional	149.69	
7/3/24	2025-04E	10006-100	Clearly Monthly Billing for		149.69
7/3/24	2025-05E	82450-100	July	2,634.28	
7/3/24	2025-05E	82450-100	Managed Workstations	4,318.92	
7/3/24	2025-05E	82450-100	Cloud Storage	41.76	
7/3/24	2025-05E	82450-100	Internet	80.00	
7/3/24	2025-05E	82450-100	Axcient Arrears	21.70	
7/3/24	2025-05E	82450-100	Server Upgrade	4,645.32	
7/3/24	2025-05E	82450-100	Axcient Implementation	56.25	
7/3/24	2025-05E	10006-100	E-N Computers, Inc.		11,798.23
7/3/24	2025-06E	84000-410	Utilities - Carson	199.28	
7/3/24	2025-06E	10006-100	Dominion Energy Virginia		199.28
7/3/24	2025-07E	81210-200	Security Cameras	1,332.00	

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7/3/24	2025-07E	10006-100	Huntington Technology Finance		1,332.00
7/3/24	2025-08E	84700-100	Shipping Postage	50.00	
7/3/24	2025-08E	10006-100	Purchase Power		50.00
7/3/24	2025-09E	84700-100	Quarterly Leasing July - Oct 2024	354.15	
7/3/24	2025-09E	10006-100	Pitney Bowes Global Financial Services		354.15
7/3/24	2025-10E	20200-200	Sam's 7/8/24	478.11	
7/3/24	2025-10E	10006-100	Sam's Club Direct		478.11
7/3/24	2025-11E	80020-100	Invoice: 5018983839	41.98	
7/3/24	2025-11E	80020-100	Invoice: 5018983840	17.35	
7/3/24	2025-11E	80020-100	Invoice: 5018966200	17.19	
7/3/24	2025-11E	10006-100	Baker & Taylor		76.52
7/3/24	2025-12E	80440-100	Invoice: 505648377	66.62	
7/3/24	2025-12E	80405-100	Invoice: 505598437	20.99	
7/3/24	2025-12E	81000-300	Invoice: 505700278	1,799.59	
7/3/24	2025-12E	10006-100	Midwest Tape		1,887.20
7/3/24	2025-13E	80210-100	Invoice: 67723170	69.44	
7/3/24	2025-13E	80210-100	Invoice: 67723169	35.02	
7/3/24	2025-13E	80210-100	Invoice: 63080287	33.96	
7/3/24	2025-13E	80210-100	Invoice: 63080295	22.78	
7/3/24	2025-13E	80210-100	Invoice: 63080292	67.82	
7/3/24	2025-13E	80210-100	Invoice: 63080293	33.04	
7/3/24	2025-13E	80210-100	Invoice: 63080288	30.88	
7/3/24	2025-13E	80210-100	Invoice: 63080289	152.07	
7/3/24	2025-13E	80210-100	Invoice: 63080290	51.18	
7/3/24	2025-13E	80210-100	Invoice: 63080296	16.71	
7/3/24	2025-13E	80030-100	Invoice: 67723171	14.36	
7/3/24	2025-13E	80200-100	Invoice: 67723174	14.99	
7/3/24	2025-13E	80200-100	Invoice: 67723172	13.49	
7/3/24	2025-13E	80200-100	Invoice: 67723173	14.99	
7/3/24	2025-13E	80230-100	Invoice: 67723175	7.18	
7/3/24	2025-13E	80015-100	Invoice: 63076689	23.30	
7/3/24	2025-13E	80230-100	Invoice: 63076684	63.42	
7/3/24	2025-13E	80200-100	Invoice: 63076690	21.14	
7/3/24	2025-13E	80210-100	Invoice: 63076688	31.94	
7/3/24	2025-13E	80210-100	Invoice: 63076685	34.12	
7/3/24	2025-13E	80210-100	Invoice: 63076686	83.05	
7/3/24	2025-13E	80210-100	Invoice: 63076683	13.98	
7/3/24	2025-13E	80210-100	Invoice: 63076687	83.63	
7/3/24	2025-13E	10006-100	Ingram Library Services		932.49
7/3/24	2025-14E	20200-400	Truist 7/21/24	5,175.88	
7/3/24	2025-14E	10006-100	Truist		5,175.88



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7/8/24	2025-15E	10007-100	Gross MLS	16,295.63	
7/8/24	2025-15E	10007-100	Gross Non MLS	8,162.91	
7/8/24	2025-15E	10007-100	Gross Hourly	12,295.05	
			Gross Smart		
7/8/24	2025-15E	10007-100	Beginnings	1,756.86	
7/8/24	2025-15E	10006-100	ARLS-Payroll		38,510.45
			Background Screening -		
7/18/24	2025-16E	85800-100	Sellers, Wawruck	120.80	
7/18/24	2025-16E	10006-100	Active Screening		120.80
7/18/24	2025-17E	83700-200	Invoice: Amazon 10138	104.75	
7/18/24	2025-17E	83700-200	Invoice: Amazon 10134	17.98	
7/18/24	2025-17E	83700-100	Invoice: Amazon 10132	239.93	
7/18/24	2025-17E	84810-100	Invoice: Amazon 10132	10.08	
7/18/24	2025-17E	10006-100	Amazon.com		372.74
7/18/24	2025-18E	70550-600	FC Health Insurance	877.50	
7/18/24	2025-18E	70470-100	ARLS Health Insurance	12,360.00	
			Anthem BlueCross		
7/18/24	2025-18E	10006-100	BlueShield		13,237.50
			Retirees Health		
7/18/24	2025-19E	70470-100	Insurance	900.00	
			Anthem BlueCross		
7/18/24	2025-19E	10006-100	BlueShield		900.00
			Health Insurance		
7/18/24	2025-20E	25000-100	Withheld	54.50	
			Medicare Retirees		
7/18/24	2025-20E	70470-100	Health Insurance	599.50	
			Anthem BlueCross		
7/18/24	2025-20E	10006-100	BlueShield		654.00
			Archive Social 7/24 to		
7/18/24	2025-21E	82070-100	6/25	4,397.40	
7/18/24	2025-21E	10006-100	CivicPlus LLC		4,397.40
			Notary E & O		
7/18/24	2025-22E	84200-100	Insurance	65.00	
7/18/24	2025-22E	10006-100	CNA Surety Direct Bill		65.00
			#8299 60 017 0205967		
7/18/24	2025-23E	84100-200	Telephone - HQ	250.15	
			#8299 60 017 0205967		
7/18/24	2025-23E	82600-200	Internet - HQ	467.96	

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7/18/24	2025-23E	10006-100	Comcast Communications		718.11
7/18/24	2025-24E	82600-420	#8299 60 020 0108397 Internet - Dinwiddie	309.07	
7/18/24	2025-24E	10006-100	Comcast Communications		309.07
7/18/24	2025-25E	84100-450	#8299 60 019 0106328 Telephone - PG	112.85	
7/18/24	2025-25E	82600-450	#8299 60 019 0106328 Internet - PG	412.45	
7/18/24	2025-25E	10006-100	Comcast Communications		525.30
7/18/24	2025-26E	82600-410	#8299 60 020 0356327 Internet - Carson	309.07	
7/18/24	2025-26E	10006-100	Comcast Communications		309.07
7/18/24	2025-27E	82600-460	#8299 60 020 0107829 Internet - Rohoic	309.07	
7/18/24	2025-27E	10006-100	Comcast Communications		309.07
7/18/24	2025-28E	84000-200	Utilities - HQ	46.78	
7/18/24	2025-28E	84000-410	Utilities - Carson	46.78	
7/18/24	2025-28E	84000-480	Utilities - Burrowsville	46.77	
7/18/24	2025-28E	10006-100	Diamond Springs		140.33
7/18/24	2025-29E	82450-100	Work on Laptops	139.25	
7/18/24	2025-29E	82450-100	Work on Laptops	136.50	
7/18/24	2025-29E	10006-100	E-N Computers, Inc.		275.75
7/18/24	2025-30E	84100-410	Telephone - Carson Granite	71.93	
7/18/24	2025-30E	10006-100	Telecommunications		71.93
7/18/24	2025-31E	80230-100	Invoice: 63080297	5.98	
7/18/24	2025-31E	80230-100	Invoice: 63080291	34.95	
7/18/24	2025-31E	80200-100	Invoice: 63080294	55.68	
7/18/24	2025-31E	80210-100	Invoice: 63083061	138.64	
7/18/24	2025-31E	80210-100	Invoice: 63083063	54.60	
7/18/24	2025-31E	80210-100	Invoice: 63083070	11.15	
7/18/24	2025-31E	80210-100	Invoice: 63083062	34.82	
7/18/24	2025-31E	80210-100	Invoice: 63083066	36.28	
7/18/24	2025-31E	80210-100	Invoice: 63083060	100.02	
7/18/24	2025-31E	80210-100	Invoice: 63083071	32.40	
7/18/24	2025-31E	80030-100	Invoice: 63083067	34.89	
7/18/24	2025-31E	80230-100	Invoice: 63083064	10.61	

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7/18/24	2025-31E	80230-100	Invoice: 63083073	7.18	
7/18/24	2025-31E	80230-100	Invoice: 63083068	28.37	
7/18/24	2025-31E	80230-100	Invoice: 63083065	43.98	
7/18/24	2025-31E	80200-100	Invoice: 63083069	14.02	
7/18/24	2025-31E	80230-100	Invoice: 63083072	7.18	
			Ingram Library		
7/18/24	2025-31E	10006-100	Services		650.75
7/18/24	2025-32E	80440-100	Invoice: 505677115	19.58	
7/18/24	2025-32E	80440-100	Invoice: 505709970	43.80	
7/18/24	2025-32E	10006-100	Midwest Tape		63.38
			ILL Subscription 7/24 -		
7/18/24	2025-33E	82210-100	6/25	2,611.00	
7/18/24	2025-33E	10006-100	OCLC, Inc.		2,611.00
7/18/24	2025-34E	85850-100	Monthly Shredding	85.84	
7/18/24	2025-34E	10006-100	Shred-It USA LLC		85.84
7/18/24	2025-35E	82070-100	Westlaw Proflex	569.79	
			Thomson Reuters -		
7/18/24	2025-35E	10006-100	West		569.79
7/22/24	2025-36E	10007-100	Gross MLS	15,848.38	
7/22/24	2025-36E	10007-100	Gross Non MLS	8,162.91	
7/22/24	2025-36E	10007-100	Gross Hourly	15,468.83	
			Gross Smart		
7/22/24	2025-36E	10007-100	Beginnings	1,756.86	
7/22/24	2025-36E	10006-100	ARLS-Payroll		41,236.98
7/31/24	2025-37E	83700-200	HP 213X Toner	1,019.96	
7/31/24	2025-37E	10006-100	Quill LLC		1,019.96
7/3/24	44099	80260-100	Invoice: 84552911	49.48	
7/3/24	44099	80260-100	Invoice: 84545329	62.97	
7/3/24	44099	80260-100	Invoice: 84544778	77.97	
			Cengage Learning		
7/3/24	44099	10006-100	Inc/Gale		190.42
7/3/24	44100	84900-200	Building Cleaning	2,000.00	
			Budz With Sudz, LLC		
7/3/24	44100	10006-100	Power Washing		2,000.00
			Travel - Dinwiddie		
7/3/24	44101	83810-420	6/14/24	21.41	
7/3/24	44101	10006-100	Shelly Curtis		21.41
7/3/24	44102	83700-100	Period Kit Supplies	9.54	
7/3/24	44102	83810-200	Travel - HQ 6/24/24	39.13	
7/3/24	44102	10006-100	Megan Raney		48.67
			Yoga - 6/3, 6/10, 6/17,		
7/3/24	44103	85200-100	6/24	160.00	
7/3/24	44103	10006-100	Sharon Jadrnak		160.00
7/3/24	44104	84800-200	Janitorial - HQ	4,382.69	
7/3/24	44104	84800-410	Janitorial - Carson	220.00	
7/3/24	44104	84800-420	Janitorial - Dinwiddie	350.00	
7/3/24	44104	84800-430	Janitorial - Disputanta	256.00	



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7/3/24	44104	84800-440	Janitorial - McKenney	250.00	
7/3/24	44104	84800-450	Janitorial - PG	1,485.58	
7/3/24	44104	84800-460	Janitorial - Rohoic	220.00	
7/3/24	44104	84800-480	Janitorial - Burrowsville	195.00	
7/3/24	44104	10006-100	MCS Services, Inc. Shelf Marker Set -		7,359.27
7/3/24	44105	83700-200	Nonfiction	165.00	
7/3/24	44105	10006-100	Library Skills		165.00
7/3/24	44106	82070-100	LibraryIQ 7/1/24 - 6/30/24	9,000.00	
7/3/24	44106	10006-100	Library Systems Services		9,000.00
7/3/24	44107	84200-100	Public Officials General Liability FY25	469.00	
7/3/24	44107	10006-100	Virginia Department of the Treasury		469.00
7/3/24	44108	84700-450	Annual PO Rental	342.00	
7/3/24	44108	10006-100	US Postal Service		342.00
7/3/24	44109	82910-200	Copier - Base Charge	19.06	
7/3/24	44109	82910-200	Copier - Usage Charge	30.51	
7/3/24	44109	10006-100	Canon Solutions America, Inc.		49.57
7/3/24	44110	84900-450	Monitoring of Alarms - PG	59.00	
7/3/24	44110	84900-200	Monitoring of Alarms - HQ	55.00	
7/3/24	44110	10006-100	Petersburg Alarm Company, Inc.		114.00
7/18/24	44111	80260-100	Invoice: 84653401	101.21	
7/18/24	44111	80260-100	Invoice: 84653896	78.72	
7/18/24	44111	80260-100	Invoice: 84653197	104.21	
7/18/24	44111	10006-100	Cengage Learning Inc/Gale		284.14
7/18/24	44112	83500-420	Rent - Dinwiddie Library	300.00	
7/18/24	44112	83500-440	Rent - McKenney Library	300.00	
7/18/24	44112	83500-460	Rent - Rohoic Library	300.00	
7/18/24	44112	10006-100	County of Dinwiddie		900.00
7/18/24	44113	83500-450	Rent - PG Library	1,200.00	
7/18/24	44113	83500-480	Rent - Burrowsville Library	300.00	



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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/18/24	44113	83500-430	Rent - Disputanta Library	150.00	
7/18/24	44113	10006-100	County of Prince George		1,650.00
7/18/24	44114	83810-200	Travel - HQ 6/28/24	7.67	
7/18/24	44114	10006-100	Rija Mughal Yoga - 7/3, 7/10, 7/17/24	120.00	7.67
7/18/24	44115	85200-100	Yoga - 6/26/24	40.00	
7/18/24	44115	10006-100	Lauren Hannon		160.00
7/18/24	44116	83500-200	Rent - Hopewell Library	3,750.00	
7/18/24	44116	84300-100	Inv #11336 - Fuel - All Vehicles	277.63	
7/18/24	44116	10006-100	Hopewell City Treasurer		4,027.63
7/18/24	44117	85200-100	Yoga - 7/1, 7/8, 7/15/24	120.00	
7/18/24	44117	10006-100	Sharon Jadrnak		120.00
7/18/24	44118	84900-200	Carpet Cleaning - HQ Stanley Steamer International, Inc.	5,161.00	5,161.00
7/18/24	44119	82470-100	Single Feig Antenna Hardware Renewal	211.00	
7/18/24	44119	82470-100	Single Feig ABS Antenna Hardware Renewal	337.00	
7/18/24	44119	82040-100	circIT SUITE Licence	1,884.00	
7/18/24	44119	82040-100	ciircIT STAFF License Renewal	1,300.00	
7/18/24	44119	82040-100	circIT SUITE License Renewal - 8/1/24 - 7/31/25	2,646.00	
7/18/24	44119	10006-100	Tech Logic		6,378.00
7/18/24	44120	70470-100	PCORI - Form 720 - 4th Quarter	57.00	
7/18/24	44120	10006-100	United States Treasury		57.00
	Total			198,953.08	198,953.08

Appomattox Reg Library System

Sam's CK #2025-10E

7/3/24

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>
5/21/24	Sams 10059	84810-100	Paper Towels, Toilet Paper	201.34	
5/21/24	Sams 10059	20200-200	Sam's Club Direct		201.34
6/4/24	Sam's 10089	85210-100	Snacks - Adult Programming	49.16	
6/4/24	Sam's 10089	84810-100	Soap, Lysol, Clorox, PT	196.85	
6/4/24	Sam's 10089	83700-100	Forks	13.78	
6/4/24	Sam's 10089	20200-200	Sam's Club Direct		259.79
6/18/24	Sams 10114	83750-100	Foam Containers	16.98	
6/18/24	Sams 10114	20200-200	Sam's Club Direct		16.98
	Total			478.11	478.11

Appomattox Reg Library System

Amazon

For the Period From Jul 1, 2024 to Jul 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
7/1/24	83700-100	Supplies - Regional	Amazon 10104	Pastels	14.63	
7/1/24			Amazon 10104	Amazon.com		14.63
7/1/24	80020-100	Adult Non-Fiction	Amazon 6/17/24	ANF	15.99	
7/1/24			Amazon 6/17/24	Amazon.com		15.99
7/1/24	80020-100	Adult Non-Fiction	Amazon 6/12/24	ANF	84.03	
7/1/24			Amazon 6/12/24	Amazon.com		84.03
7/1/24	80020-100	Adult Non-Fiction	Amazon 6/12/24C	ANF		-2.51
7/1/24			Amazon 6/12/24C	Amazon.com	-2.51	
7/1/24	80020-100	Adult Non-Fiction	Amazon 6/12/24C.2	ANF		-0.76
7/1/24			Amazon 6/12/24C.2	Amazon.com	-0.76	
7/1/24	80260-100	Large Print - SO	Amazon 6/24/24	LPSO	39.99	
7/1/24	80025-100	Adult Fiction	Amazon 6/24/24	AF	69.94	
7/1/24			Amazon 6/24/24	Amazon.com		109.93
7/1/24	80230-100	Y/S - SO	Amazon 6/18/24	YSSO	50.57	
7/1/24	80015-100	Young Adult-Fiction	Amazon 6/18/24	YA Fiction	67.06	
7/1/24	80038-100	Juvenile Fiction	Amazon 6/18/24	Juvenile Fiction	13.98	
7/1/24			Amazon 6/18/24	Amazon.com		131.61

**CK #2025-01E**

**352.92**

**352.92**

**7/3/24**

7/1/24	83700-200	Supplies - HQ	Amazon 10134	Ethernet Switch	17.98	
7/1/24			Amazon 10134	Amazon.com		17.98
7/1/24	83700-100	Supplies - Regional	Amazon 10132	Drum Cartridge, Cardstock, Wipes	239.93	
7/1/24	84810-100	Supplies - Janitorial	Amazon 10132	Windex Cleaner	10.08	
7/1/24			Amazon 10132	Amazon.com		250.01
7/1/24	83700-200	Supplies - HQ	Amazon 10138	Label Tape, iPad Screen & Case	104.75	
7/1/24			Amazon 10138	Amazon.com		104.75

**CK #2025-17E**

**372.74**

**372.74**

**7/18/24**

Appomattox Reg Library System

First Connections

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

Filter Criteria includes: 1) IDs: 12300-100. Report order is by ID. Report i

<b>Date</b>	<b>Trans Description</b>	<b>Debit Amt</b>	<b>Credit Amt</b>	<b>Balance</b>
7/1/24	<b>Beginning Balance</b>			5,882.10
7/23/24	Payment from FC		5,882.10	
7/31/24	July Salary & Benefits	5,730.65		
7/31/24	<b>Ending Balance</b>			5,730.65



Appomattox Reg Library System  
Cash Disbursements Journal  
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Filter Criteria includes: Report order is by Check Number. Report

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/8/24	200793	21000-100	Federal Taxes Withheld	4,448.34	
			Social Security Taxes		
8/8/24	200793	22000-100	Withheld	3,389.83	
8/8/24	200793	22000-100	FC Social Security	134.28	
8/8/24	200793	22000-100	ARLS Social Security	3,255.55	
8/8/24	200793	23000-100	Medicare Taxes Withheld	792.78	
8/8/24	200793	23000-100	FC Medicare Taxes	31.40	
8/8/24	200793	23000-100	ARLS Medicare	761.38	
			Electronic Federal Tax		
8/8/24	200793	10006-100	Payment		12,813.56
8/22/24	200794	21000-100	Federal Taxes Withheld	3,037.22	
			Social Security Taxes		
8/22/24	200794	22000-100	Withheld	2,988.18	
8/22/24	200794	22000-100	FC Social Security	134.28	
8/22/24	200794	22000-100	ARLS Social Security	2,853.90	
8/22/24	200794	23000-100	Medicare Taxes Withheld	698.83	
8/22/24	200794	23000-100	FC Medicare Taxes	31.40	
8/22/24	200794	23000-100	ARLS Medicare	667.43	
			Electronic Federal Tax		
8/22/24	200794	10006-100	Payment		10,411.24
8/7/24	2013-984	70540-600	FC Life Insurance	56.54	
8/7/24	2013-984	70540-600	FC VRS Retirement	42.17	
8/7/24	2013-984	27000-200	VRS Withheld	3,135.08	
8/7/24	2013-984	70460-100	ARLS VRS Insurance	793.03	
8/7/24	2013-984	70460-100	ARLS VRS Retirement	935.34	
8/7/24	2013-984	10006-100	Treasurer of Virginia		4,962.16
8/8/24	2013-986	27000-400	EZ Link Voluntary	476.12	
8/8/24	2013-986	10006-100	Treasurer of Virginia		476.12
8/8/24	2013-987	27000-300	EZ Link Withheld	214.53	
8/8/24	2013-987	70460-100	Ez Link Retirement	532.64	
8/8/24	2013-987	10006-100	Treasurer of Virginia		747.17
8/22/24	2013-989	27000-400	EZ Link Voluntary	476.12	
8/22/24	2013-989	10006-100	Treasurer of Virginia		476.12
8/22/24	2013-990	27000-300	EZ Link Withheld	214.53	
8/22/24	2013-990	70460-100	Ez Link Retirement	532.64	
8/22/24	2013-990	10006-100	Treasurer of Virginia		747.17
8/1/24	2025-38E	80200-100	Invoice: Amazon 7/9/24	30.58	
8/1/24	2025-38E	83700-100	Invoice: Amazon 10155	57.99	
8/1/24	2025-38E	84810-100	Invoice: Amazon 10155	47.67	
8/1/24	2025-38E	83770-100	Invoice: Amazon 10157	156.60	
8/1/24	2025-38E	80010-100	Invoice: Amazon 7/18/24	24.00	
8/1/24	2025-38E	80470-100	Invoice: Amazon 7/19/24	84.70	
8/1/24	2025-38E	80470-100	Invoice: Amazon 7/17/24.1	47.52	
8/1/24	2025-38E	80470-100	Invoice: Amazon 7/17/24.2	84.98	
8/1/24	2025-38E	80405-100	Invoice: Amazon 7/18/24.1	14.10	

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/1/24	2025-38E	80405-100	Invoice: Amazon 7/18/24.2	15.50	
8/1/24	2025-38E	80025-100	Invoice: Amazon 7/18/24.3	21.40	
8/1/24	2025-38E	80405-100	Invoice: Amazon 7/18/24.4	14.10	
8/1/24	2025-38E	10006-100	Amazon.com		599.14
8/1/24	2025-39E	80020-100	Invoice: 5019006882	1,449.24	
8/1/24	2025-39E	80250-100	Invoice: 5019006257	73.76	
8/1/24	2025-39E	10006-100	Baker & Taylor		1,523.00
8/1/24	2025-40E	80460-100	Invoice: 2162914	63.80	
8/1/24	2025-40E	10006-100	Blackstone Publishing #8299 60 019 0107136		63.80
8/1/24	2025-41E	82600-430	Internet - Disputanta	304.07	
8/1/24	2025-41E	10006-100	Comcast Communications		304.07
8/1/24	2025-42E	84000-410	Utilities - Carson	266.78	
8/1/24	2025-42E	10006-100	Dominion Energy Virginia		266.78
8/1/24	2025-43E	82450-100	Return Shipping Fees	27.54	
8/1/24	2025-43E	10006-100	E-N Computers, Inc.		27.54
8/1/24	2025-44E	81210-200	Security Cameras Huntington Technology	1,332.00	
8/1/24	2025-44E	10006-100	Finance		1,332.00
8/1/24	2025-45E	80210-100	Invoice: 67729703	36.12	
8/1/24	2025-45E	80210-100	Invoice: 67729704	33.04	
8/1/24	2025-45E	80210-100	Invoice: 60370500	33.02	
8/1/24	2025-45E	80210-100	Invoice: 60370501	48.52	
8/1/24	2025-45E	80210-100	Invoice: 63087513	34.12	
8/1/24	2025-45E	80210-100	Invoice: 63087509	64.62	
8/1/24	2025-45E	80210-100	Invoice: 63087511	22.78	
8/1/24	2025-45E	80210-100	Invoice: 63087510	31.96	
8/1/24	2025-45E	80210-100	Invoice: 63087508	10.53	
8/1/24	2025-45E	80210-100	Invoice: 63087512	11.14	
8/1/24	2025-45E	80210-100	Invoice: 63087507	44.03	
8/1/24	2025-45E	80025-100	Invoice: 60372228	1,896.07	
8/1/24	2025-45E	80210-100	Invoice: 60370499	41.50	
8/1/24	2025-45E	80010-100	Invoice: 60370502	1,055.69	
8/1/24	2025-45E	80010-100	Invoice: 67729707	90.63	
8/1/24	2025-45E	80200-100	Invoice: 63085913	39.20	
8/1/24	2025-45E	80200-100	Invoice: 67729708	59.96	
8/1/24	2025-45E	80230-100	Invoice: 67729706	11.69	
8/1/24	2025-45E	80230-100	Invoice: 67729705	8.98	
8/1/24	2025-45E	80230-100	Invoice: 63085915	19.60	
8/1/24	2025-45E	80230-100	Invoice: 63085914	11.96	
8/1/24	2025-45E	80210-100	Invoice: 63085909	35.02	
8/1/24	2025-45E	80210-100	Invoice: 63085910	16.57	
8/1/24	2025-45E	80210-100	Invoice: 63085911	34.12	

Appomattox Reg Library System  
Cash Disbursements Journal  
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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/1/24	2025-45E	80210-100	Invoice: 63085912	55.80	
8/1/24	2025-45E	10006-100	Ingram Library Services		3,746.67
8/1/24	2025-46E	83700-100	Paper, Golf Pencils	142.53	
8/1/24	2025-46E	10006-100	Quill LLC		142.53
8/1/24	2025-48E	20200-400	Truist 8/21/24	1,714.21	
8/1/24	2025-48E	10006-100	Truist		1,714.21
8/1/24	2025-49E	83000-100	Library Solution Software 11/1/24 - 10/31/25	14,546.00	
8/1/24	2025-49E	83000-100	Proquest Syndetics Software 11/1/24 - 10/31/25	1,946.00	
8/1/24	2025-49E	10006-100	The Library Corporation Annual Subscription - Start		16,492.00
8/2/24	2025-50E	80500-100	7/1/24	3,000.00	
8/2/24	2025-50E	10006-100	Recite ME NA LLC		3,000.00
8/6/24	2025-51E	10007-100	Gross MLS	19,764.59	
8/6/24	2025-51E	10007-100	Gross Non MLS	8,162.91	
8/6/24	2025-51E	10007-100	Gross Hourly	15,156.01	
8/6/24	2025-51E	10007-100	Gross Smart Beginnings	1,756.86	
8/6/24	2025-51E	10006-100	ARLS-Payroll		44,840.37
8/15/24	2025-52E	85800-100	Background Verifications - Bowser, Nickerson, Wad	108.00	
8/15/24	2025-52E	10006-100	Active Screening		108.00
8/15/24	2025-53E	85110-100	Invoice: Amazon 10170	314.22	
8/15/24	2025-53E	83700-100	Invoice: Amazon 10179	104.03	
8/15/24	2025-53E	83700-410	Invoice: Amazon 10175	18.99	
8/15/24	2025-53E	83700-420	Invoice: Amazon 10175	18.99	
8/15/24	2025-53E	81100-200	Invoice: Amazon 10187	248.00	
8/15/24	2025-53E	80020-100	Invoice: Amazon 7/30/24	125.00	
8/15/24	2025-53E	80038-100	Invoice: Amazon 7/30/24.2	32.66	
8/15/24	2025-53E	83700-100	Invoice: Amazon 10184	49.99	
8/15/24	2025-53E	81100-100	Invoice: Amazon 10184	199.90	
8/15/24	2025-53E	83700-100	Invoice: Amazon 10181	23.99	
8/15/24	2025-53E	80038-100	Invoice: Amazon 7/30/24.3	6.03	
8/15/24	2025-53E	80038-100	Invoice: Amazon 7/30/24.4	7.46	
8/15/24	2025-53E	80038-100	Invoice: Amazon 7/31/24.1	7.48	
8/15/24	2025-53E	80038-100	Invoice: Amazon 7/31/24.2	8.74	
8/15/24	2025-53E	10006-100	Amazon.com		1,165.48
8/15/24	2025-54E	80020-100	Invoice: 5019024231	277.46	
8/15/24	2025-54E	80020-100	Invoice: 5019024230	34.08	
8/15/24	2025-54E	80020-100	Invoice: 5019042427	58.06	
8/15/24	2025-54E	80020-100	Invoice: 5019042428	281.21	
8/15/24	2025-54E	10006-100	Baker & Taylor		650.81



Appomattox Reg Library System  
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/15/24	2025-55E	80460-100	Invoice: 2164415	419.00	
8/15/24	2025-55E	10006-100	Blackstone Publishing #8299 60 017 0205967		419.00
8/15/24	2025-56E	84100-200	Telephone - HQ #8299 60 017 0205967	250.15	
8/15/24	2025-56E	82600-200	Internet - HQ	469.44	
8/15/24	2025-56E	10006-100	Comcast Communications #8299 60 020 0107829		719.59
8/15/24	2025-57E	82600-460	Internet - Rohoic	309.07	
8/15/24	2025-57E	10006-100	Comcast Communications #8299 60 020 0108397		309.07
8/15/24	2025-58E	82600-420	Internet - Dinwiddie	309.07	
8/15/24	2025-58E	10006-100	Comcast Communications #8299 60 019 0106328		309.07
8/15/24	2025-59E	84100-450	Telephone - PG #8299 60 019 0106328	112.85	
8/15/24	2025-59E	82600-450	Internet - PG	413.00	
8/15/24	2025-59E	10006-100	Comcast Communications #8299 60 020 0356327		525.85
8/15/24	2025-60E	82600-410	Internet - Carson	309.07	
8/15/24	2025-60E	10006-100	Comcast Communications		309.07
8/15/24	2025-61E	84100-100	Telephone- Regional	157.46	
8/15/24	2025-61E	10006-100	Clearfly		157.46
8/15/24	2025-62E	81100-450	Activity Table - PG	497.10	
8/15/24	2025-62E	10006-100	DEMCO, Inc.		497.10
8/15/24	2025-63E	84000-420	Utilities - Dinwiddie	15.46	
8/15/24	2025-63E	84000-430	Utilities - Disputanta	15.45	
8/15/24	2025-63E	84000-440	Utilities - McKenney	15.45	
8/15/24	2025-63E	84000-450	Utilities - PG	15.45	
8/15/24	2025-63E	10006-100	Diamond Springs		61.81
8/15/24	2025-64E	82450-100	Monthly Billing for August	2,634.28	
8/15/24	2025-64E	82450-100	Managed Workstations	3,799.05	
8/15/24	2025-64E	82450-100	Internet	80.00	
8/15/24	2025-64E	82450-100	Axcient	14.50	
8/15/24	2025-64E	82450-100	Cloud Storage	20.88	
8/15/24	2025-64E	10006-100	E-N Computers, Inc.		6,548.71
8/15/24	2025-65E	84100-410	Telephone - Carson	71.93	
8/15/24	2025-65E	10006-100	Granite Telecommunications		71.93
8/15/24	2025-66E	80038-100	Invoice: 63089392	28.47	
8/15/24	2025-66E	80038-100	Invoice: 67731757	29.13	
8/15/24	2025-66E	80038-100	Invoice: 60374771	799.30	



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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/15/24	2025-66E	80030-100	Invoice: 63089394	64.08	
8/15/24	2025-66E	80030-100	Invoice: 67731756	87.03	
8/15/24	2025-66E	80030-100	Invoice: 60374770	904.97	
8/15/24	2025-66E	80015-100	Invoice: 60374772	815.27	
8/15/24	2025-66E	80010-100	Invoice: 60374773	59.88	
8/15/24	2025-66E	80010-100	Invoice: 63087515	27.52	
8/15/24	2025-66E	80010-100	Invoice: 60372229	40.76	
8/15/24	2025-66E	80200-100	Invoice: 67731758	14.99	
8/15/24	2025-66E	80200-100	Invoice: 63089395	13.49	
8/15/24	2025-66E	80230-100	Invoice: 63087517	20.28	
8/15/24	2025-66E	80230-100	Invoice: 63087516	21.14	
8/15/24	2025-66E	80230-100	Invoice: 63087514	58.80	
8/15/24	2025-66E	80025-100	Invoice: 67731755	53.18	
8/15/24	2025-66E	80025-100	Invoice: 63089393	72.34	
8/15/24	2025-66E	80210-100	Invoice: 63089391	34.12	
8/15/24	2025-66E	80210-100	Invoice: 63089390	111.46	
8/15/24	2025-66E	80210-100	Invoice: 63089389	53.18	
8/15/24	2025-66E	80025-100	Invoice: 60374769	193.52	
8/15/24	2025-66E	10006-100	Ingram Library Services		3,502.91
8/15/24	2025-67E	81000-300	Library Maintenance Fee	1,350.00	
8/15/24	2025-67E	81000-300	Future Content Purchases	5,850.00	
8/15/24	2025-67E	10006-100	OverDrive, Inc.		7,200.00
8/15/24	2025-68E	81000-300	Invoice: 505841316	1,885.02	
8/15/24	2025-68E	10006-100	Midwest Tape		1,885.02
8/15/24	2025-69E	82460-100	Monthly Billing for August Orion Network Solutions	5,957.74	
8/15/24	2025-69E	10006-100	LLC		5,957.74
8/15/24	2025-70E	85850-100	Monthly Shredding	85.84	
8/15/24	2025-70E	10006-100	Shred-It USA LLC		85.84
8/15/24	2025-71E	82070-100	Westlaw Proflex - July	569.79	
8/15/24	2025-71E	10006-100	Thomson Reuters - West		569.79
8/19/24	2025-72E	10007-100	Gross MLS	15,921.59	
8/19/24	2025-72E	10007-100	Gross Non MLS	7,086.04	
8/19/24	2025-72E	10007-100	Gross Hourly	15,450.51	
8/19/24	2025-72E	10007-100	Gross Smart Beginnings	1,756.86	
8/19/24	2025-72E	10006-100	ARLS-Payroll Quarterly Website Hosting		40,215.00
8/20/24	2025-73E	82070-100	Aug-Oct	150.00	
8/20/24	2025-73E	10006-100	Richweb Inc. Inkjet Labels, Pens, Toner,		150.00
8/26/24	2025-74E	83700-100	Post-It Notes	270.10	
8/26/24	2025-74E	10006-100	Quill LLC #8299 60 021 0013348		270.10
8/26/24	2025-75E	84100-440	Telephone - McKenney #8299 60 021 0013348	47.90	
8/26/24	2025-75E	82600-440	Internet - McKenney	401.00	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/26/24	2025-75E	10006-100	Comcast Communications		448.90
8/29/24	2025-76E	84810-100	Invoice: Amazon 10191	86.56	
8/29/24	2025-76E	83700-100	Invoice: Amazon 10191	6.04	
8/29/24	2025-76E	83700-100	Invoice: Amazon 10193	65.06	
8/29/24	2025-76E	84510-100	Invoice: Amazon 10197	899.97	
8/29/24	2025-76E	81100-200	Invoice: Amazon 10196	496.00	
8/29/24	2025-76E	83700-100	Invoice: Amazon 10202	101.89	
8/29/24	2025-76E	83700-100	Invoice: Amazon 10204	66.98	
8/29/24	2025-76E	83700-100	Invoice: Amazon 10203	134.79	
8/29/24	2025-76E	80405-100	Invoice: Amazon 8/13/24.1	13.93	
8/29/24	2025-76E	80020-100	Invoice: Amazon 8/14/24	31.42	
8/29/24	2025-76E	83700-200	Invoice: Amazon 10213	24.78	
8/29/24	2025-76E	10006-100	Amazon.com		1,927.42
8/29/24	2025-77E	70550-600	FC Health Insurance	877.50	
8/29/24	2025-77E	70470-100	ARLS Health Insurance Anthem BlueCross	12,360.00	
8/29/24	2025-77E	10006-100	BlueShield		13,237.50
8/29/24	2025-78E	70470-100	Retiree Health Insurance Anthem BlueCross	900.00	
8/29/24	2025-78E	10006-100	BlueShield		900.00
8/29/24	2025-79E	70470-100	Retiree Medicare Health Insurance Anthem BlueCross	599.50	
8/29/24	2025-79E	10006-100	BlueShield		599.50
8/29/24	2025-80E	84100-440	#8299 60 021 0013348 Telephone - McKenney	47.90	
8/29/24	2025-80E	82600-440	#8299 60 021 0013348 Internet - McKenney	423.44	
8/29/24	2025-80E	10006-100	Comcast Communications		471.34
8/29/24	2025-81E	84000-410	Utilities - Carson	229.80	
8/29/24	2025-81E	10006-100	Dominion Energy Virginia		229.80
8/29/24	2025-82E	82450-100	Implementation - Laptops	148.50	
8/29/24	2025-82E	82450-100	Sage Update	11.01	
8/29/24	2025-82E	82450-100	Implementation - Laptops	2,634.00	
8/29/24	2025-82E	82450-100	Off Boarding to Orion	450.00	
8/29/24	2025-82E	10006-100	E-N Computers, Inc.		3,243.51
8/29/24	2025-83E	80200-100	Invoice: 67734008	14.99	
8/29/24	2025-83E	80230-100	Invoice: 63091204	11.15	
8/29/24	2025-83E	80015-100	Invoice: 67734006	24.38	
8/29/24	2025-83E	80010-100	Invoice: 67734007	378.04	
8/29/24	2025-83E	80230-100	Invoice: 63091205	22.22	
8/29/24	2025-83E	80210-100	Invoice: 63091202	22.78	
8/29/24	2025-83E	80210-100	Invoice: 63091199	19.12	
8/29/24	2025-83E	80210-100	Invoice: 63091200	50.13	

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8/29/24	2025-83E	80210-100	Invoice: 63091203	17.12	
8/29/24	2025-83E	80210-100	Invoice: 67734005	18.57	
8/29/24	2025-83E	80210-100	Invoice: 63091201	69.30	
8/29/24	2025-83E	80025-100	Invoice: 60378757	59.79	
8/29/24	2025-83E	80010-100	Invoice: 60378760	636.62	
8/29/24	2025-83E	80038-100	Invoice: 60378759	30.75	
8/29/24	2025-83E	80030-100	Invoice: 60378758	66.63	
8/29/24	2025-83E	80230-100	Invoice: 63094235	23.26	
8/29/24	2025-83E	80230-100	Invoice: 63094237	20.50	
8/29/24	2025-83E	80010-100	Invoice: 63094236	55.04	
8/29/24	2025-83E	80010-100	Invoice: 60381482	33.33	
8/29/24	2025-83E	80038-100	Invoice: 60381481	31.71	
8/29/24	2025-83E	80030-100	Invoice: 60381480	66.66	
8/29/24	2025-83E	80230-100	Invoice: 63096077	27.43	
8/29/24	2025-83E	80230-100	Invoice: 63096080	7.18	
8/29/24	2025-83E	80230-100	Invoice: 63096079	9.75	
8/29/24	2025-83E	80230-100	Invoice: 63097471	43.05	
8/29/24	2025-83E	80230-100	Invoice: 63097475	29.99	
8/29/24	2025-83E	80200-100	Invoice: 63097473	58.80	
8/29/24	2025-83E	10006-100	Ingram Library Services		1,848.29
8/29/24	2025-84E	80440-100	Invoice: 505868161	111.16	
8/29/24	2025-84E	80405-100	Invoice: 505868160	765.41	
8/29/24	2025-84E	80410-100	Invoice: 505867858	28.72	
8/29/24	2025-84E	80440-100	Invoice: 505903988	676.03	
8/29/24	2025-84E	80440-100	Invoice: 505937320	85.26	
8/29/24	2025-84E	10006-100	Midwest Tape		1,666.58
8/29/24	2025-85E	80500-100	Annual Subscription FY25	8,596.00	
8/29/24	2025-85E	10006-100	NewsBank, Inc.		8,596.00
8/29/24	2025-86E	84700-100	Postage	603.75	
8/29/24	2025-86E	10006-100	Purchase Power		603.75
8/29/24	2025-87E	83800-200	2024 TLCU Conference	299.00	
8/29/24	2025-87E	10006-100	The Library Corporation		299.00
8/29/24	2025-88E	82600-200	Mobile Internet	728.32	
8/29/24	2025-88E	10006-100	T-Mobile		728.32
8/27/24	43837V	85200-100	Chair Yoga - 9/20/23, 9/27/23		-80.00
8/27/24	43837V	10006-100	Lauren Hannon	-80.00	
8/27/24	43982V	85210-100	Invoice: Snacks 2/20/24		-14.75
8/27/24	43982V	10006-100	Lauren A. King Snacks for Adult	-14.75	
8/27/24	43993V	85210-100	Programming		-13.74
8/27/24	43993V	10006-100	Lauren A. King	-13.74	
8/1/24	44121	80025-100	Invoice: 84693408	59.18	
8/1/24	44121	80260-100	Invoice: 84675714	203.18	
8/1/24	44121	80260-100	Invoice: 84669240	80.22	
8/1/24	44121	10006-100	Cengage Learning Inc/Gale		342.58
8/1/24	44122	80600-100	DVD Cases	674.89	



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8/1/24	44122	10006-100	Brodart Co.		674.89
8/1/24	44123	85110-100	Molds, Snacks, Bags, Water	75.80	
8/1/24	44123	10006-100	Sarah Finch		75.80
8/1/24	44124	85110-100	Pasta, Candy	10.10	
8/1/24	44124	10006-100	Deborah Wright		10.10
8/1/24	44125	83810-450	Travel - PG 7/10/24, 7/11/24	24.24	
8/1/24	44125	83810-450	Travel - PG 7/16/24	9.39	
8/1/24	44125	10006-100	Steven Thompson		33.63
8/1/24	44126	83810-420	Travel - Dinwiddie 7/8/24, 7/12/24	89.08	
8/1/24	44126	83810-420	Travel - Dinwiddie 7/12/24	30.25	
8/1/24	44126	83810-420	Travel - Dinwiddie 7/18/24, 7/19/24	52.77	
8/1/24	44126	10006-100	Shelly Curtis		172.10
8/1/24	44127	83810-420	Travel - Dinwiddie	18.13	
8/1/24	44127	10006-100	Mary Johnson		18.13
8/1/24	44128	83810-440	Travel - McKenney 7/12/24	37.78	
8/1/24	44128	10006-100	Cassandra Bland		37.78
8/1/24	44129	83810-410	Travel - Carson 7/12/24	19.85	
8/1/24	44129	10006-100	Linda April Bradshaw		19.85
8/1/24	44130	80600-100	Barcode Labels	717.68	
8/1/24	44130	10006-100	InPath Devices		717.68
8/1/24	44131	85200-100	Chair Yoga & Beginning Yoga 7/22, 7/24, 7/29,7/31	160.00	
8/1/24	44131	10006-100	Lauren Hannon		160.00
8/1/24	44132	84510-100	50th Anniversary Library Cards - 3000	1,111.58	
8/1/24	44132	10006-100	PermaCard		1,111.58
8/1/24	44133	84900-200	Monitoring of Alarms - HQ	55.00	
8/1/24	44133	84900-450	Monitoring of Alarms - PG	59.00	
8/1/24	44133	10006-100	Petersburg Alarm Company, Inc.		114.00
8/1/24	44134	84600-200	Membership - to December 2024 - M. Ranes	15.00	
8/1/24	44134	83800-200	VLA Conference - M. Ranes	205.00	
8/1/24	44134	10006-100	Virginia Library Association		220.00
8/1/24	44135	84900-200	Change Locks at HQ	290.00	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
8/1/24	44135	10006-100	Buckley's Securitysmiths, Inc.		290.00
8/1/24	44136	84900-410	Carpet Cleaning - Carson	450.00	
8/1/24	44136	84900-450	Carpet Cleaning - PG	575.00	
8/1/24	44136	10006-100	MCS Services, Inc.		1,025.00
8/1/24	44137	84800-200	Janitorial - HQ	4,389.19	
8/1/24	44137	84800-410	Janitorial - Carson	220.00	
8/1/24	44137	84800-420	Janitorial - Dinwiddie	350.00	
8/1/24	44137	84800-430	Janitorial - Disputanta	256.00	
8/1/24	44137	84800-440	Janitorial - McKenney	250.00	
8/1/24	44137	84800-450	Janitorial - PG	1,487.78	
8/1/24	44137	84800-460	Janitorial - Rohoic	220.00	
8/1/24	44137	84800-480	Janitorial - Burrowsville	195.00	
8/1/24	44137	10006-100	MCS Services, Inc.		7,367.97
8/1/24	44138	83810-200	Travel - HQ 7/23/14	15.35	
8/1/24	44138	10006-100	Michelle Lawhorn		15.35
8/15/24	44139	80260-100	Invoice: 84714020	77.97	
8/15/24	44139	80260-100	Invoice: 84714590	62.97	
8/15/24	44139	80260-100	Invoice: 84721221	49.48	
8/15/24	44139	80260-100	Invoice: 84763362	224.17	
8/15/24	44139	80260-100	Invoice: 84777258	132.70	
8/15/24	44139	80260-100	Invoice: 84782145	78.72	
8/15/24	44139	10006-100	Cengage Learning Inc/Gale		626.01
8/15/24	44140	82910-200	Copier - Usage Charge	24.25	
8/15/24	44140	82910-200	Copier - Base Charge	19.07	
8/15/24	44140	10006-100	Canon Solutions America, Inc.		43.32
8/15/24	44141	83500-460	Rent - Rohoic Library	300.00	
8/15/24	44141	83500-420	Rent - Dinwiddie Library	300.00	
8/15/24	44141	83500-440	Rent - McKenney Library	300.00	
8/15/24	44141	10006-100	County of Dinwiddie		900.00
8/15/24	44142	83500-480	Rent - Burrowsville Library	300.00	
8/15/24	44142	83500-430	Rent - Disputanta Library	150.00	
8/15/24	44142	83500-450	Rent - PG Library	1,200.00	
8/15/24	44142	10006-100	County of Prince George		1,650.00
8/15/24	44143	84900-200	Replace Bathroom Door - HQ	1,425.00	
8/15/24	44143	10006-100	Barranger & Company, Inc.		1,425.00
8/15/24	44144	80500-100	Microfilm Conversion	15,435.00	
8/15/24	44144	10006-100	The Crowley Company		15,435.00
8/15/24	44145	83700-100	Custom Key Tags & Zipties	82.49	
8/15/24	44145	85210-100	Supplies for Knitters	33.93	
8/15/24	44145	10006-100	Catherine Field		116.42

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8/15/24	44146	83810-100	Travel - HQ - 8/9/24, 8/14/24	64.24	
8/15/24	44146	85800-100	CALD Lunch 8/9/24	7.41	
8/15/24	44146	83910-100	Social Media Class - C. Field	209.94	
8/15/24	44146	10006-100	Brian Manning		281.59
8/15/24	44147	83810-200	Travel - 7/24/24, 7/25/24	30.09	
8/15/24	44147	10006-100	Rija Mughal		30.09
8/15/24	44148	83810-200	Travel - 8/6/24	13.33	
8/15/24	44148	10006-100	Michelle Lawhorn		13.33
8/15/24	44149	83810-200	Travel - 7/31/24, 8/7/24	49.59	
8/15/24	44149	83810-200	Travel - 7/9/24, 7/23/24, 7/27/24	36.81	
8/15/24	44149	10006-100	Sarah Finch		86.40
8/15/24	44150	85200-100	Chair Yoga - 8/7/24, 8/14/24	80.00	
8/15/24	44150	10006-100	Lauren Hannon		80.00
8/15/24	44151	84300-100	Inv #11437 Fuel - All Vehicles	255.78	
8/15/24	44151	83500-200	Rent - Hopewell Library	3,750.00	
8/15/24	44151	10006-100	Hopewell City Treasurer Refund - Thinking Good		4,005.78
8/15/24	44152	85820-100	Thoughts About Me	14.95	
8/15/24	44152	10006-100	Jennifer D. Bass-Gonzalez		14.95
8/15/24	44153	84900-410	Grounds Maintenance - Carson	220.00	
8/15/24	44153	10006-100	Virginia Landscapers LLC		220.00
8/15/24	44154	83810-450	Travel - HQ 8/14/24	27.77	
8/15/24	44154	10006-100	Deborah Wright		27.77
8/15/24	44155	83900-100	Tuition Reimbursement - Jan - Apr 2023	1,200.00	
8/15/24	44155	10006-100	Megan Ranes		1,200.00
8/27/24	44156	85200-100	Chair Yoga - 9/20/23. 9/27/23 Reissue	80.00	
8/27/24	44156	10006-100	Lauren Hannon		80.00
8/27/24	44157	85210-100	Invoice: Snacks 2/20/24 Snack for Adult Programming - Reissue	14.75	
8/27/24	44157	85210-100	3/14/24	13.74	
8/27/24	44157	10006-100	Lauren A. King		28.49
8/29/24	44158	80250-100	Invoice: 12504389	53.08	
8/29/24	44158	10006-100	Rowman & Littlefield Publishing Group		53.08
8/29/24	44159	83700-200	Tape and Supplies for Carpet Cleaning	17.87	
8/29/24	44159	10006-100	Catherine Field		17.87



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8/29/24	44160	83810-200	Travel - HQ 8/14/24, 8/15/24, 8/17/24	50.29	
8/29/24	44160	85110-100	Snacks	43.35	
8/29/24	44160	10006-100	Rija Mughal		93.64
8/29/24	44161	83810-200	Travel - HQ 8/14/24, 8/15/24	30.25	
8/29/24	44161	85110-100	Ribbon	34.94	
8/29/24	44161	10006-100	Michelle Lawhorn		65.19
8/29/24	44162	85200-100	Chair Yoga 8/21/24, 8/28/24	80.00	
8/29/24	44162	10006-100	Lauren Hannon		80.00
8/29/24	44163	85200-100	Yoga - 8/5/24, 8/12/24, 8/26/24	120.00	
8/29/24	44163	10006-100	Sharon Jadrnak		120.00
8/29/24	44164	83810-200	Travel - HQ 8/26/24	19.75	
8/29/24	44164	85110-100	Snacks	46.52	
8/29/24	44164	10006-100	Sarah Finch		66.27
	Total			250,233.06	250,233.06

## Appomattox Reg Library System

Truist CK #2025-48E

8/1/24

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/27/24	Newspaper 10143	80500-100	Newpapers.com 6/24 to 12/24	29.95	
6/27/24	Newspaper 10143	20200-400	Ancestry.com		29.95
6/28/24	Better 10137R	82070-100	Refund of Duplicate Payment		-264.00
6/28/24	Better 10137R	20200-400	Better Impact USA, Inc.	-264.00	
6/30/24	Google 6/30/24.1	82020-100	Google E-Mail	388.76	
6/30/24	Google 6/30/24.1	20200-400	Google		388.76
6/30/24	Google 6/30/24.2	82020-100	Google E-Mail	2.90	
6/30/24	Google 6/30/24.2	20200-400	Google		2.90
7/1/24	Indeed	84400-100	Advertising-Ads	73.84	
7/1/24	Indeed	20200-400	indeed.com		73.84
7/2/24	Adobe 10180	82000-100	Software Licenses - FY25	263.88	
7/2/24	Adobe 10180	20200-400	Adobe Indesign		263.88
7/13/24		82000-100	Software Licenses	29.99	
7/13/24		20200-400	Adobe Indesign		29.99
7/15/24	Publix 10116	85210-100	Cake for Knitters	43.42	
7/15/24	Publix 10116	20200-400	Publix		43.42
7/15/24	VLA 10159	84600-200	Association Dues - King	90.00	
7/15/24	VLA 10159	83800-200	VLA Conference	280.00	
7/15/24	VLA 10159	20200-400	Virginia Library Association		370.00
7/18/24	Rural 7/18/24	82600-480	Internet - Burrowsville	219.00	
7/18/24	Rural 7/18/24	20200-400	RuralBand		219.00
7/18/24	Staples 10164	83700-100	Ink, Sign Holder, Anker Port	83.53	
7/18/24	Staples 10164	84810-100	Lysol, Trash Bags	254.28	
7/18/24	Staples 10164	20200-400	Staples, Inc.		337.81
7/24/24	Publix 10176	85890-100	Cake - Carol's Retirement	61.26	
7/24/24	Publix 10176	20200-400	Publix		61.26
7/24/24	Zoom 10177	82000-100	Annual Sunbscription Zoom Video	157.40	
7/24/24	Zoom 10177	20200-400	Communications, Inc.		157.40
	Total			1,714.21	1,714.21

Appomattox Reg Library System

Amazon

For the Period From Aug 1, 2024 to Aug 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
8/1/24	83700-100	Supplies - Regional	Amazon 10155	Receipt Paper	57.99	
8/1/24	84810-100	Supplies - Janitorial	Amazon 10155	Pledge Spray	47.67	
8/1/24			Amazon 10155	Amazon.com		105.66
				Retirement		
				Gift/Supplies		
8/1/24	83770-100	Supplies - Staff Parties	Amazon 10157	C.Farmer	156.60	
8/1/24			Amazon 10157	Amazon.com		156.60
8/1/24	80470-100	Video Games	Amazon 7/17/24.1	Video Games	47.52	
8/1/24			Amazon 7/17/24.1	Amazon.com		47.52
8/1/24	80470-100	Video Games	Amazon 7/17/24.2	Video Games	84.98	
8/1/24			Amazon 7/17/24.2	Amazon.com		84.98
8/1/24	80010-100	Y/S Non Fiction	Amazon 7/18/24	YSNF	24.00	
8/1/24			Amazon 7/18/24	Amazon.com		24.00
8/1/24	80405-100	DVD's	Amazon 7/18/24.1	DVDs	14.10	
8/1/24			Amazon 7/18/24.1	Amazon.com		14.10
8/1/24	80405-100	DVD's	Amazon 7/18/24.2	DVDs	15.50	
8/1/24			Amazon 7/18/24.2	Amazon.com		15.50
8/1/24	80025-100	Adult Fiction	Amazon 7/18/24.3	Adult Fiction	21.40	
8/1/24			Amazon 7/18/24.3	Amazon.com		21.40
8/1/24	80405-100	DVD's	Amazon 7/18/24.4	DVDs	14.10	
8/1/24			Amazon 7/18/24.4	Amazon.com		14.10
8/1/24	80470-100	Video Games	Amazon 7/19/24	Video Games	84.70	
8/1/24			Amazon 7/19/24	Amazon.com		84.70
8/1/24	80200-100	Graphic Novels - SO	Amazon 7/9/24	GNSO	30.58	
8/1/24			Amazon 7/9/24	Amazon.com		30.58
			<b>8/1/24</b>	<b>CK #2025-38E</b>		<b>599.14</b>
8/1/24	80020-100	Adult Non-Fiction	Amazon 7/30/24	ANF	125.00	
8/1/24			Amazon 7/30/24	Amazon.com		125.00
8/1/24	80038-100	Juvenile Fiction	Amazon 7/30/24.2	Juvenile Fiction	32.66	
8/1/24			Amazon 7/30/24.2	Amazon.com		32.66
8/1/24	80038-100	Juvenile Fiction	Amazon 7/30/24.3	Juvenile Fiction	6.03	
8/1/24			Amazon 7/30/24.3	Amazon.com		6.03
8/1/24	80038-100	Juvenile Fiction	Amazon 7/30/24.4	Juvenile Fiction	7.46	
8/1/24			Amazon 7/30/24.4	Amazon.com		7.46
8/1/24	80038-100	Juvenile Fiction	Amazon 7/31/24.1	Juvenile Fiction	7.48	
8/1/24			Amazon 7/31/24.1	Amazon.com		7.48
8/1/24	80038-100	Juvenile Fiction	Amazon 7/31/24.2	Juvenile Fiction	8.74	
8/1/24			Amazon 7/31/24.2	Amazon.com		8.74
8/1/24	85110-100	Supplies - Youth Services	Amazon 10170	Paper, Markers, Watercolors,Pots	314.22	
8/1/24			Amazon 10170	Amazon.com		314.22
8/1/24	83700-410	Supplies - Carson	Amazon 10175	External DVD Drive - Caron	18.99	
8/1/24	83700-420	Supplies - Dinwiddie	Amazon 10175	External Hard Drive - Dinwiddie	18.99	
8/1/24			Amazon 10175	Amazon.com		37.98



Appomattox Reg Library System

Amazon

For the Period From Aug 1, 2024 to Aug 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
8/1/24	83700-100	Supplies - Regional	Amazon 10179	Sign Holders, Trash		
8/1/24			Amazon 10179	Cans	104.03	
				Amazon.com		104.03
8/1/24	83700-100	Supplies - Regional	Amazon 10181	Monthly Labels for		
8/1/24			Amazon 10181	Bookstore	23.99	
				Amazon.com		23.99
8/1/24	83700-100	Supplies - Regional	Amazon 10184	Keypad Case for iPad	49.99	
8/1/24	81100-100	Non-Computer Equip. -	Amazon 10184	CD/DVD Repair		
8/1/24		Reg	Amazon 10184	Machine	199.90	
			Amazon 10184	Amazon.com		249.89
8/1/24	81100-200	Non-Computer Equip -	Amazon 10187	Dehumidifier	248.00	
8/1/24		HQ	Amazon 10187	Amazon.com		248.00
			<b>8/15/24</b>	<b>CK #2025-53E</b>		<b>1,165.48</b>
8/5/24	84810-100	Supplies - Janitorial	Amazon 10191	Soap, Gloves, Cloths,		
8/5/24	83700-100	Supplies - Regional	Amazon 10191	Swiffer	86.56	
8/5/24			Amazon 10191	Whiteboard Erasers	6.04	
				Amazon.com		92.60
8/7/24	83700-100	Supplies - Regional	Amazon 10193	Flags, Sign Holder,		
8/7/24			Amazon 10193	Metal Stands	65.06	
				Amazon.com		65.06
8/8/24	81100-200	Non-Computer Equip -	Amazon 10196	Dehumidifiers	496.00	
8/8/24		HQ	Amazon 10196	Amazon.com		496.00
8/8/24	84510-100	Advertising - Publicity	Amazon 10197	iPads for SRP	899.97	
8/8/24			Amazon 10197	Amazon.com		899.97
8/9/24	83700-100	Supplies - Regional	Amazon 10202	Mailers, Calculator,		
8/9/24			Amazon 10202	Accordion File	101.89	
				Amazon.com		101.89
8/12/24	83700-100	Supplies - Regional	Amazon 10203	Tape, Polish, Buffing		
8/12/24			Amazon 10203	Pads	134.79	
				Amazon.com		134.79
8/12/24	83700-100	Supplies - Regional	Amazon 10204	ipad Case and		
8/12/24			Amazon 10204	Keyboard	66.98	
				Amazon.com		66.98
8/13/24	80405-100	DVD's	Amazon 8/13/24.1	DVDs	13.93	
8/13/24			Amazon 8/13/24.1	Amazon.com		13.93
8/14/24	80020-100	Adult Non-Fiction	Amazon 8/14/24	ANF	31.42	
8/14/24			Amazon 8/14/24	Amazon.com		31.42
8/15/24	83700-200	Supplies - HQ	Amazon 10213	Flags for Librarians	24.78	
8/15/24			Amazon 10213	Amazon.com		24.78
			<b>8/29/24</b>	<b>CK #2025-76E</b>		<b>1,927.42</b>

Appomattox Reg Library System

First Connections

For the Period From Jul 1, 2024 to Aug 31, 2024

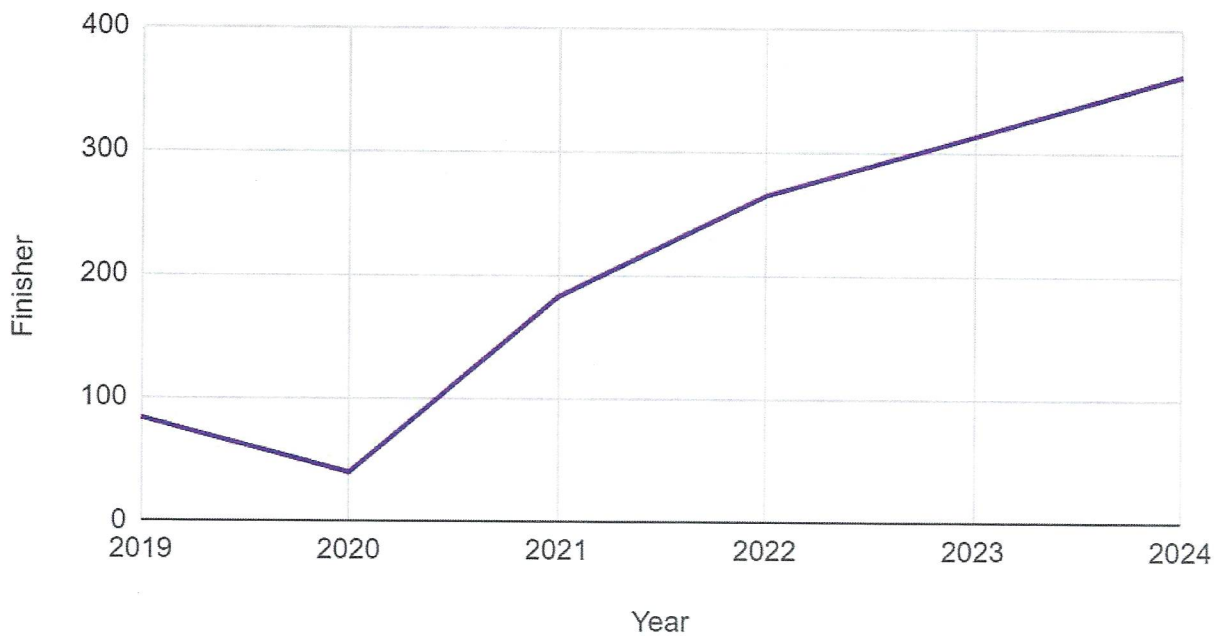
Filter Criteria includes: 1) IDs: 12300-100. Report order is by ID. Report i

<b>Date</b>	<b>Trans Description</b>	<b>Debit Amt</b>	<b>Credit Amt</b>	<b>Balance</b>
7/1/24	<b>Beginning Balance</b>			5,882.10
7/23/24	Payment from FC		5,882.10	
7/31/24	July Salary & Benefits	5,730.65		
8/19/24	Payment from FC		5,730.65	
8/31/24	August Salary & Benefits	5,730.65		
8/31/24	<b>Ending Balance</b>			5,730.65

## 2024 Adult SRP Participants

The library had 362 adults who finished the SRP and received bags. In 2023 the library had 313 adults to finish, in 2022 the library had 265, in 2021 (the first year we gave away totes, donated by the H/PG Friends) the library had 183. In 2020 the library had 40 adults complete and in 2019, 84.

### Finisher vs. Year



Source data:

Branch	Physical	Beanstack	Staff	Total	
Burrowsville			3	3	
Carson	9		3	2	14
Dlnwiddie	46		5	1	52
Disputanta	10		2	1	13
Hopewell	102		27	15	144
McKenney	18		3	2	23
Prince George	74		14	6	94
Rohoic	15		4	1	20
Total	274		61	28	363



**2024 Youth SRP Participants**

	BUR	CAR	DIN	DISP	HOPE	MCK	PG	ROH	TOTAL
2023	0	25	49	17	63	33	98	41	326
2024	6	17	23	10	103	19	87	81	346

**Beanstack Participants:**

2023 - 494

2024 - 498

**SRP Youth Programming Attendance**

**2023**

Children - 4,681

Teens - 316

**2024**

Children - 7,101

Teens - 71

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.

Library staff may dispose of unattended items left after closing for any reason other than a medical emergency the same day.

### **13.5 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.

### **13.6 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.

### **13.7 Smoking**

Rev. 5/21/19

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

### **13.8 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.





# Unattended Children

## Enjoying the Library with Your Children

Remain with your child and provide proper supervision at all times.

Children under 10 must be accompanied and supervised by their parent, adult, or a responsible caregiver. A responsible caregiver bringing in minors under the age of 10 must be 18 or older.

Parents and caregivers are urged to prevent their children from being disruptive to others. Prolonged crying or tantrum-like behavior must be handled outside the building.

Henrico County Public Library cannot be responsible for unattended children or minors left after hours. If a minor has not been picked up by closing time, staff may notify the police.

Children's and Teens' Areas and designated computers are intended for the use of children, teens, and their families. Others should use Adult sections and computers.

Report any disturbing behavior or situations to a staff member immediately so that appropriate action may be taken.

Revised July 2022

