

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

May 15, 2024

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

May 15, 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 – March 20, 2024 & April 17, 2024

Statistical Report – dated May 15, 2024

Financial Report – dated May 15, 2024

Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** June 5 - Upcoming Webinar from United for Libraries on Right to Read
- R3.** Animals Along the Appomattox
- R4.** Summer Reading Program
- R5.** Change in Credit Card Procedures
- R6.** Virginia Public Library Directors Association Standards of Excellence
- R7.** Staff Appreciation Dinner
- R8.** Rescheduling of June board meeting from the 19th (Juneteenth)
- R9.** Recommendation on Board Meeting Schedule for FY2025

Committee Reports:

New Business:

Board Schedule for FY2025

Unfinished Business:

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

Adjournment

Next meeting scheduled currently for June 19, 2024 at the Hopewell Library at 1:00 pm

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

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, April 17, 2024, at the Rohoic Library located at 7301 Boydton Plank Road, North Dinwiddie. Due to the absence of the Chairperson, Vice Chairperson Sandra E. Ruffin called the meeting to order at 1 p.m.

Trustees present: Sandra E. Ruffin, vice chairperson and secretary (D); Jean Hill-Atkins and Amanda Binford (PG)

Trustees absent: Randi Hawkins, chairperson, and Schneria Valentine (D); Larry Pankey, treasurer, and William Stewart (H); and Angela Bennett (P)

Hopewell has a vacant position.

Staff present: Brian Manning, library director, and Briana Terry, administrative and personnel services manager

The April meeting did not have a quorum in attendance; therefore, there were no decisions or discussion of substantive business.

Approval of Agenda and Consent Agenda: Tabled for next regular meeting

Communications: Ms. Binford presented a concern from a Prince George Library patron that often times parking is not available at the library; generally, occurs when court is in session. Mr. Manning agreed that the situation occurs and had been addressed with posting of parking signs. Mr. Manning will report the complaint to the county administrator and recommend additional spaces, particularly parking for handicapped.

Report of the Library Director

R1. Three good resumes have been received for the Material Services Manager position. The position provides supervision and training of library staff on circulation procedures related to the library automation systems. The Director expects the position will be filled by end of May and Ms. Farmer will be able to provide training before her retirement, end of July.

R2. Board members received electronic copies of the FY2023 Audit Report. There were no reported deficiencies, nor did the report offer recommendations. Congratulations were in order for staff's excellence with ARLS's financial management.

R3. The Director attended the Public Library Association Biannual Conference on April 3-5, 2024, in Columbus, Ohio. He attended sessions designed for professional development and commented that it was a good conference. No staff member accepted the Director's offer to attend. Staff will take advantage of training scheduled in October.

Appomattox Regional Library System
Minutes of April 17, 2024
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R4. In March 2024, the ARLS was awarded the *Virginia Public Library Silver Standards of Excellence* award, which is presented to the public library that fulfills the metric necessary to receive the Virginia Public Library Directors Association (VPLDA), Standards of Excellence for Silver level achievement. Categories for this award are bronze, silver, and gold.

R5. A brief update on questions regarding the Prince George Library collection revealed that the concerned patrons have not submitted the required form to initiate a review of identified collection. Mr. Manning made it clear that he has no agenda as claimed by the library patrons and his intent is to offer a balanced collection. Each book referred to has been reviewed by staff and staff has not found reason for removal from collection. No further action will be taken until the patrons make a formal request for review of their concerns.

R6. The unhoused or homeless camping around the Hopewell Library continues to be of concern, although the number of homeless is not as great, more of a seasonal issue. Staff continues to seek solutions to address the matter.

R7. Rescheduling of the June Board meeting from the 19th (Juneteenth) was tabled for the next regular meeting. June 19 is a state holiday.

R8. Recommendation on the Board meeting schedule for FY2025 was tabled for the next regular meeting. Dr. Ruffin suggested consideration be given to scheduling meetings at the main library or central location in each district (Rohoic Library, Hopewell Library, and Prince George Library).

Unfinished Business: Consideration of proposed *Rules of Conduct* was tabled for the next regular meeting.

Adjournment: The next Board meeting will be held on May 15, 2024, at the Prince George Library. In the absence of Mr. Manning at the May meeting, Mr. Wiegard, Assistant Director, will be present to provide the Director's update.

With no further discussion, Vice Chairperson Dr. Ruffin called for motion to adjourn. On the motion of Ms. Binford, the meeting adjourned at 2:15 p.m.

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

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of March 20, 2024**

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, March 20, 2024, with Chairperson Randi Hawkins presiding. The meeting was called to order at 1:07 p.m. at the McKenney Library on Old School Road in Dinwiddie County's Town of McKenney.

Trustees present: Randi Hawkins, chairperson (D), Sandra E. Ruffin, vice chairperson and secretary (D); Larry Pankey, treasurer (H), William Stewart, (H); and Jean Hill-Atkins (PG)

Trustees absent: Schneria Valentine (D), Amanda Binford (PG), and Angelia Bennett (PG)
(Hopewell is seeking to fill a vacant position.)

Staff present: Brian Manning, library director, Chris Wiegard, assistant director, and Briana Terry, administrative and personnel services manager, and Cassandra Bland of the McKenney Library

Approval of Agenda and Consent Agenda: Dr. Ruffin moved to approve the agenda with correction of the location of the April 2024 meeting, Mr. Pankey seconded. The motion was carried. The consent agenda included the minutes of February 21, 2024; Statistical Report dated March 20, 2024; Financial Report, dated March 20, 2024; and Bills for Review.

Communications: None

Citizens Comments:

Three parents from Prince George spoke to their concerns about several children books available to library patrons in their community. The parents expressed their concerns that several books are inappropriate and should not be made available to children. The parents would like for the books to be removed, banned, or moved to a designated section in the library.

Ms. Terry will email to Board members the titles of the books referenced by the parents.

Mr. Manning briefly expressed that the library does not accept the role of censoring the library collection. However, the library does acquire books and other materials which may conflict with the beliefs of some patrons. Mr. Manning gave the procedures for patrons when they believe that a given item does not belong in the library collection and encouraged the parents to fill out the form explaining their reasons. The form goes to a special committee of librarians and managers.

Report of the Library Director:

- Ms. Carol Farmer's position, material services manager, has been advertised. One staff member has expressed interest in the position. There is no immediate plan to advertise the adult services manager position.
- There was no information on the Board of Trustee appointment for Hopewell.
- The 2023 ARLS audit report conducted by Robinson, Farmer, Cox Associates of N. Chesterfield is expected in the next week. Copies will be made available to the Board of Trustees.

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Minutes of Meeting, March 20, 2024
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- Animals along the Appomattox is a heartwarming initiative by the ARLS, coordinated throughout the system. Throughout the month of April 2024, they are spreading love and support for local shelters and animals – collaboration with the Dinwiddie Animal Shelter, Prince George Animal Services, and the Hopewell Animal Shelter. The library's new mascot, Peeves, will be revealed. A painting session inspired by animals will be held at the Hopewell Library.
- The selected 50th anniversary logos were available for the Board's review.
- Mr. Manning informed the Board of his need to change the date of the May meeting or to permit Mr. Wiegard, assistant director, to meet with the Board on the scheduled meeting date. There was consensus to request Mr. Wiegard to represent the ARLS at the May scheduled meeting.

Committee Reports: None

New Business: ARLS Proposed Rules of Conduct will be presented for review at the next business meeting. Mr. Manning requested the Board's review and suggestions before the next meeting.

Unfinished business: None

Adjournment: With no further business for discussion, Chairperson Randi Hawkins called for adjournment. On the motion of Mr. Pankey and seconded by Dr. Ruffin, the meeting adjourned at 2:26 p.m.

The next meeting of the ARLS will be held on April 17, 2024, at the Rohoic Library, located at 7301 Boydton Plank Road, N Dinwiddie, Virginia.

Sandra E. Ruffin, Ed.D., Secretary
Appomattox Regional Library System
Sandra.ruffin1948@outlook.com

Statistical Report
May 15, 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 Month		CHANGE FROM FY23
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	0	0	3,835	-40%		15%
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	0	0	7,154	6%		-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	0	0	16,140	9%		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	0	0	5,712	57%		21%
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	0	0	86,024	22%		6%

Statistical Report
May 15, 2024

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by 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	0	0	12,156	29%		14%
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	0	0	55,804	76%		26%
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	0	0	12,199	-14%		18%
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	2,813	2,581	0	0	23,648	19%		23%
ARLS Totals	FY19	26,258	22,950	20,097	21,390	17,958	16,059	19,085	18,601	15,543	13,862	13,634	22,591	228,028			
	FY20	15,860	17,748	18,846	13,978	14,008	14,490	16,875	15,166	17,112	15,961	16,451	18,453	194,948			
	FY21	17,646	18,908	17,498	17,667	15,463	15,748	16,556	16,526	19,235	18,742	18,885	19,860	212,734			
	FY22	21,596	23,681	20,001	18,983	17,216	16,782	18,697	18,639	21,508	19,988	21,687	24,430	243,208			
	FY23	23,621	24,327	21,413	21,288	19,500	18,342	20,933	23,119	24,320	25,809	0	0	222,672	29%		13%

Statistical Report
May 15, 2024

PATRON VISITS FY2024		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	163	25	167	163	116	49	181	107	111	238	0	0	0	1,320
Carson Depot	201	221	175	158	111	133	168	181	140	141	0	0	0	1,629
Dinwiddie	552	563	473	524	503	702	505	556	480	520	0	0	0	5,378
Disputanta	110	174	183	205	184	124	195	163	186	269	0	0	0	1,793
Hopewell	11,710	12,700	11,046	11,759	9,020	9,996	10,784	12,473	13,285	15,008	0	0	0	117,781
McKenney	369	361	397	445	240	313	431	416	456	412	0	0	0	3,840
Prince George	5,310	4,769	4,320	4,207	3,456	3,166	2,926	5,338	4,784	5,654	0	0	0	43,930
Rohoic	402	477	493	455	374	368	378	592	470	423	0	0	0	4,432
TOTAL	18,817	19,290	17,254	17,916	14,004	14,851	15,568	19,826	19,912	22,665	0	0	0	180,103
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	0	0	0	1,330
Meeting Room Users	687	708	803	869	607	701	779	951	1,211	1,083	0	0	0	8,399
Book Group	5	17	15	14	14	0	15	17	13	16	0	0	0	126
Adult Program**	376	790	315	278	498	196	319	351	522	509	0	0	0	4,154
Non-SRP Child Program	0	0	828	921	856	811	643	1,000	828	1,170	0	0	0	7,057
Non-SRP Teen Program	0	0	10	10	4	22	25	10	8	8	0	0	0	97
Storytime	440	181	417	302	381	268	302	493	342	492	0	0	0	3,618
SRP Child	1,348	1,231	0	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	0	207
Community Outreach	750	517	45	933	248	1,372	114	100	567	110	0	0	0	4,756
Notary Services	0	19	20	33	22	13	45	38	36	39	0	0	0	265
Database Usage	4,554	4,187	5,177	428	144	4,334	5,259	416	217	194	0	0	0	24,910
TOTALS	8,385	7,894	7,755	3,923	2,881	7,829	7,611	3,525	3,908	3,787	0	0	0	57,498

**Includes online programming

Statistical Report
May 15, 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	0	0	342
Carson Depot	1	5	3	5	51	51	60	53	55	64	0	0	348
Dinwiddie	114	149	169	139	150	130	170	192	138	156	0	0	1,507
Disputanta	33	44	63	99	61	38	32	59	48	64	0	0	541
Hopewell	1,165	1,215	1,008	1,296	1,069	1,226	1,446	621	975	1,295	0	0	11,316
McKenney	153	139	106	108	99	131	196	198	196	141	0	0	1,467
Prince George	869	787	751	812	564	483	833	781	1,045	1,246	0	0	8,171
Rohoic	141	183	154	117	115	120	95	137	128	125	0	0	1,315
TOTALS	2,522	2,562	2,287	2,602	2,145	2,218	2,868	2,070	2,612	3,121	0	0	25,007
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	0	0	60
WIFI	12	6	14	8	9	10	12	15	14	11	0	0	111
Carson Depot Workstation	42	49	31	50	8	31	25	31	48	38	0	0	353
WIFI	17	23	23	27	20	23	24	23	26	26	0	0	232
Dinwiddie Workstation	51	56	40	61	46	39	39	64	76	72	0	0	544
WIFI	50	65	40	33	33	19	32	32	42	42	0	0	388
Disputanta Workstation	18	54	34	61	57	39	50	46	38	55	0	0	452
WIFI	66	54	51	88	99	78	86	43	106	82	0	0	753
Hopewell Workstation	1,296	1,568	1,366	1,218	1,016	1,034	1,331	1,460	1,327	1,411	0	0	13,027
WIFI	683	751	662	643	599	591	632	709	753	773	0	0	6,796
McKenney Workstation	33	40	24	37	19	42	39	47	56	27	0	0	364
WIFI	69	58	42	57	51	63	64	55	40	40	0	0	539
Prince George Workstation	359	421	334	357	278	270	309	358	377	410	0	0	3,473
WIFI	219	207	205	254	212	228	226	237	224	302	0	0	2,314
Rohoic Workstation	24	38	22	27	20	11	14	19	25	18	0	0	218
WIFI	27	44	31	38	25	37	20	42	32	37	0	0	333
TOTALS	2,969	3,436	2,927	2,963	2,497	2,525	2,907	3,193	3,191	3,349	0	0	29,957

Scanner Usage 780 1,275 959 1,195 844 791 1,211 777 1,059 1,694 0 0 10,585

Appomattox Regional Library System

Revenue and Expenses

July 1, 2023 - June 30, 2024

fund#	Revenue 04/30/24	FY2024 Adopted	Receipts to Previous Month	Monthly Receipts - 04/24	Total Receipts - 04/30/24	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	\$251,996	\$83,999	\$335,995	100.0%	\$0
104	Prince George	\$671,456	\$671,456	\$0	\$671,456	100.0%	\$0
105	State Funds	\$524,012	\$453,614	\$161,430	\$615,044	117.4%	(\$91,032)
106	Lost/Damaged/Fees	\$8,000	\$2,705	\$397	\$3,102	38.8%	\$4,898
107	Copying/Fax Receipts	\$25,000	\$17,543	\$2,043	\$19,587	78.3%	\$5,413
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	\$490	\$5	\$495	49.5%	\$505
111	Grants	\$1,000	\$2,500	\$0	\$2,500	250.0%	(\$1,500)
112	Other	\$1,500	\$2,834	\$74	\$2,908	193.8%	(\$1,408)
	TOTALS	\$2,423,152	\$2,135,929	\$247,948	\$2,383,876	98.4%	\$39,276

Fund#	EXPENSES 04/30/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 04/2024	TOTAL EXPENSES 04/30/24	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$525,982	\$381,919	\$40,232	\$422,151	80.3%	\$103,831
201	Non-MLS Salary & Wages	\$701,778	\$494,597	\$55,353	\$549,950	78.4%	\$151,829
202	Benefits for Staff/Retirees	\$352,192	\$231,275	\$25,359	\$256,634	72.9%	\$95,558
	Total Personnel	\$1,579,952	\$1,107,790	\$120,944	\$1,228,734	77.8%	\$351,218
Books & Materials							
300	Books	\$105,000	\$81,044	\$8,489	\$89,533	85.3%	\$15,467
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$19,712	\$2,026	\$21,738	72.5%	\$8,262
303	Print News & Periodicals	\$10,000	\$7,885	\$923	\$8,808	88.1%	\$1,192
304	Audiovisual Materials	\$25,000	\$21,598	\$3,353	\$24,952	99.8%	\$48
305	Electronic Materials	\$5,500	\$10,064	\$0	\$10,064	183.0%	(\$4,564)
306	Material Services Supplies	\$6,000	\$2,982	\$0	\$2,982	49.7%	\$3,018
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$29,717	\$1,800	\$31,516	126.1%	(\$6,516)
	Total Books & Materials	\$227,500	\$173,003	\$16,592	\$189,594	83.3%	\$37,906
Capital Expenditures							
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$15,000	\$15,516	\$184	\$15,700	104.7%	(\$700)
401	Computer Hardware	\$70,000	\$28,385	\$9,611	\$37,995	54.3%	\$32,005
	Total Capital Expenditures	\$85,000	\$43,901	\$9,795	\$53,695	63.2%	\$31,305
Contractual							
500	Lyrasis ILL Services	\$3,100	\$3,274	\$0	\$3,274	105.6%	(\$174)
	Software & Web Based App.						
501	Licensing Contracts	\$60,000	\$56,944	\$597	\$57,541	95.9%	\$2,459
502	Audit	\$21,500	\$8,955	\$0	\$8,955	41.7%	\$12,545
503	Cataloging MARC Records	\$3,000	\$5,120	\$0	\$5,120	170.7%	(\$2,120)
505	Computer Support/Service Calls	\$70,000	\$71,728	\$6,465	\$78,193	111.7%	(\$8,193)

Fund#	EXPENSES 04/30/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 04/2024	TOTAL EXPENSES 04/30/24	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$40,000	\$29,507	\$2,326	\$31,833	79.6%	\$8,167
508	Printing and Publications	\$5,000	\$5,223	\$299	\$5,522	110.4%	(\$522)
	Total Contractual	\$202,600	\$180,751	\$9,687	\$190,437	94.0%	\$12,163
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$3,019	\$1,033	\$4,052	57.9%	\$2,948
601	TLC Maintenance Contract	\$16,500	\$16,492	\$0	\$16,492	100.0%	\$8
602	Facilities and Rent	\$76,650	\$56,700	\$6,300	\$63,000	82.2%	\$13,650
603	Supplies	\$20,000	\$15,204	\$1,358	\$16,563	82.8%	\$3,437
604	Travel / Workshops /Conf. Fees	\$5,000	\$6,573	\$814	\$7,387	147.7%	(\$2,387)
605	Training / Education	\$2,000	\$2,237	\$0	\$2,237	111.9%	(\$237)
606	Utilities	\$3,750	\$2,923	\$266	\$3,188	85.0%	\$562
607	Telephone (Voice)	\$13,600	\$8,077	\$535	\$8,611	63.3%	\$4,989
608	Insurance	\$12,750	\$39	\$0	\$39	0.3%	\$12,711
609	Vehicle Maintenance & Fuel	\$5,000	\$1,457	\$0	\$1,457	29.1%	\$3,543
610	Job & Contracting Advertising	\$2,500	\$324	\$292	\$616	24.6%	\$1,884
611	Promotional Advertising	\$2,000	\$391	\$0	\$391	19.5%	\$1,609
612	Organization/Association Dues	\$3,500	\$3,353	\$0	\$3,353	95.8%	\$147
613	Postage	\$5,500	\$4,455	\$0	\$4,455	81.0%	\$1,045
614	Janitorial	\$94,000	\$69,564	\$8,151	\$77,716	82.7%	\$16,284
615	Other Building Maintenance	\$9,000	\$12,136	\$296	\$12,432	138.1%	(\$3,432)
616	Restricted - Donation/Grant	\$2,500	\$2,500	\$0	\$2,500	100.0%	\$0
	Total	\$281,250	\$205,445	\$19,044	\$224,489	79.8%	\$56,761
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$3,425	\$781	\$4,206	60.1%	\$2,794
701	YS Programming & Supplies	\$4,500	\$3,406	\$294	\$3,700	82.2%	\$800
703	Adult Programming & Supplies	\$8,000	\$6,470	\$412	\$6,882	86.0%	\$1,118

Fund#	EXPENSES 04/30/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 04/2024	TOTAL EXPENSES 04/30/24	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	\$10,628	\$656	\$11,284	118.8%	(\$1,784)
	Total Programs/Activ./Other	\$49,350	\$24,278	\$2,143	\$26,421	53.5%	\$22,929
	GRAND TOTALS	\$2,425,652	\$1,735,167	\$178,204	\$1,913,371	78.9%	\$512,280

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4/1/24	2024-313E	10007-100	Gross MLS	15,419.84	
4/1/24	2024-313E	10007-100	Gross Non MLS	8,942.96	
4/1/24	2024-313E	10007-100	Gross Hourly	14,805.30	
4/1/24	2024-313E	10007-100	Gross Smart Beginnings	1,756.88	
4/1/24	2024-313E	10006-100	ARLS-Payroll		40,924.98
4/1/24	2024-314E	81210-200	Security Cameras	1,332.00	
			Huntington Technology		
4/1/24	2024-314E	10006-100	Finance		1,332.00
4/2/24	2024-315E	80020-100	Invoice: 5018606895	253.35	
4/2/24	2024-315E	10006-100	Baker & Taylor		253.35
4/4/24	200783	21000-100	Federal Taxes Withheld	3,127.52	
4/4/24	200783	22000-100	Social Security Taxes Withheld	3,063.70	
4/4/24	200783	22000-100	SB Social Security	134.27	
4/4/24	200783	22000-100	ARLS Social Security	2,929.43	
4/4/24	200783	23000-100	Medicare Taxes Withheld	716.51	
4/4/24	200783	23000-100	SB Medicare Taxes	31.40	
4/4/24	200783	23000-100	ARLS Medicare	685.11	
4/4/24	200783	10006-100	Electronic Federal Tax Payment		10,687.94
4/4/24	2013-954	27000-300	EZ Link Withheld	217.60	
4/4/24	2013-954	70460-100	Ez Link Retirement	542.01	
4/4/24	2013-954	10006-100	Treasurer of Virginia		759.61
4/4/24	2013-955	27000-400	EZ Link Withheld	487.94	
4/4/24	2013-955	10006-100	Treasurer of Virginia		487.94
4/10/24	2013-956	70540-600	FC Life Insurance	64.21	
4/10/24	2013-956	70540-600	FC VRS Retirement	185.92	
4/10/24	2013-956	27000-200	VRS Withheld	3,211.08	
4/10/24	2013-956	70460-100	ARLS VRS Insurance	912.97	
4/10/24	2013-956	70460-100	ARLS VRS Retirement	1,929.47	
4/10/24	2013-956	10006-100	Treasurer of Virginia		6,303.65
4/11/24	2024-316E	85110-100	Invoice: Amazon 9967	175.24	
4/11/24	2024-316E	80020-100	Invoice: Amazon 3/25/24	60.54	
4/11/24	2024-316E	80038-100	Invoice: Amazon 3/25/24	16.50	
4/11/24	2024-316E	80470-100	Invoice: Amazon 3/26/24	109.96	
4/11/24	2024-316E	80470-100	Invoice: Amazon 3/22/24	59.99	
4/11/24	2024-316E	85110-100	Invoice: Amazon 9967R	-26.79	
4/11/24	2024-316E	80020-100	Invoice: Amazon 4/19/24R	-30.58	
4/11/24	2024-316E	10006-100	Amazon.com		364.86
4/11/24	2024-317E	80020-100	Invoice: 5018831799	317.83	
4/11/24	2024-317E	10006-100	Baker & Taylor		317.83
			#8299 60 017 0205967		
4/11/24	2024-318E	84100-200	Telephone- HQ	250.15	
			#8299 60 017 0205967 Internet		
4/11/24	2024-318E	82600-200	- HQ	464.09	
4/11/24	2024-318E	10006-100	Comcast Communications		714.24
			#8299 60 019 0107136 Internet		
4/11/24	2024-319E	82600-430	- Disputanta	304.07	

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4/11/24	2024-319E	10006-100	Comcast Communications		304.07
			#8299 60 020 0356327 Internet		
4/11/24	2024-320E	82600-410	- Carson	309.07	
4/11/24	2024-320E	10006-100	Comcast Communications		309.07
4/11/24	2024-321E	84100-100	Telephone - Regional	158.37	
4/11/24	2024-321E	10006-100	Clearfly		158.37
4/11/24	2024-322E	82450-100	Monthly Billing for April	2,634.28	
4/11/24	2024-322E	82450-100	Managed Workstations	3,719.07	
4/11/24	2024-322E	82450-100	Cloud Storage	31.32	
4/11/24	2024-322E	82450-100	Internet	80.00	
4/11/24	2024-322E	10006-100	E-N Computers, Inc.		6,464.67
4/11/24	2024-323E	84100-410	Telephone - Carson	13.23	
4/11/24	2024-323E	10006-100	Granite Telecommunications		13.23
4/11/24	2024-324E	80200-100	Invoice: 63045706	28.47	
4/11/24	2024-324E	80210-100	Invoice: 63045701	33.02	
4/11/24	2024-324E	80210-100	Invoice: 63045700	33.02	
4/11/24	2024-324E	80210-100	Invoice: 63045698	61.76	
4/11/24	2024-324E	80210-100	Invoice: 63045696	13.13	
4/11/24	2024-324E	80210-100	Invoice: 63045697	21.54	
4/11/24	2024-324E	80230-100	Invoice: 63045709	7.18	
4/11/24	2024-324E	80210-100	Invoice: 63045699	27.14	
4/11/24	2024-324E	80230-100	Invoice: 67698950	7.18	
4/11/24	2024-324E	80210-100	Invoice: 63045703	78.82	
4/11/24	2024-324E	80025-100	Invoice: 67698947	147.86	
4/11/24	2024-324E	80025-100	Invoice: 63045708	35.97	
4/11/24	2024-324E	80015-100	Invoice: 63045705	34.42	
4/11/24	2024-324E	80230-100	Invoice: 63045702	78.54	
4/11/24	2024-324E	80210-100	Invoice: 63045707	10.53	
4/11/24	2024-324E	80010-100	Invoice: 63045704	104.51	
4/11/24	2024-324E	80010-100	Invoice: 67698948	278.70	
4/11/24	2024-324E	80210-100	Invoice: 67698946	38.28	
4/11/24	2024-324E	80210-100	Invoice: 67698949	11.16	
4/11/24	2024-324E	80010-100	Invoice: 63047659	46.49	
4/11/24	2024-324E	80010-100	Invoice: 67700810	284.79	
4/11/24	2024-324E	80030-100	Invoice: 67700809	77.44	
4/11/24	2024-324E	80030-100	Invoice: 63047658	33.33	
4/11/24	2024-324E	80015-100	Invoice: 67700811	36.08	
4/11/24	2024-324E	80025-100	Invoice: 63047657	66.82	
4/11/24	2024-324E	80230-100	Invoice: 63047656	23.32	
4/11/24	2024-324E	80210-100	Invoice: 63047655	18.04	
4/11/24	2024-324E	10006-100	Ingram Library Services		1,637.54
4/11/24	2024-325E	81000-300	Invoice: 505270347	1,799.79	
4/11/24	2024-325E	10006-100	Midwest Tape		1,799.79
4/11/24	2024-326E	80440-100	Invoice: 505249479	552.09	
4/11/24	2024-326E	80405-100	Invoice: 505249478	102.18	
4/11/24	2024-326E	10006-100	Midwest Tape		654.27
4/11/24	2024-327E	85850-100	Monthly Shredding	80.22	
4/11/24	2024-327E	10006-100	Shred-It USA LLC		80.22

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4/11/24	2024-328E	82070-100	Westlaw Proflex - March	569.79	
4/11/24	2024-328E	10006-100	Thomson Reuters - West		569.79
4/11/24	2024-329E	20200-400	Truist 4/21/24	3,810.25	
4/11/24	2024-329E	10006-100	Truist		3,810.25
			Copier Maintenance - Base		
4/11/24	44010	82910-200	Charge	19.06	
			Copier Maintenance - Usage		
4/11/24	44010	82910-200	Charge	29.59	
4/11/24	44010	10006-100	Canon Solutions America, Inc.		48.65
4/11/24	44011	83500-420	Rent - Dinwiddie Library	300.00	
4/11/24	44011	83500-460	Rent - Rohoic Library	300.00	
4/11/24	44011	83500-440	Rent - McKenney Library	300.00	
4/11/24	44011	10006-100	County of Dinwiddie		900.00
4/11/24	44012	83500-450	Rent - PG Library	1,200.00	
4/11/24	44012	83500-480	Rent - Burrowsville Library	300.00	
4/11/24	44012	83500-430	Rent - Disputanta Library	150.00	
4/11/24	44012	10006-100	County of Prince George		1,650.00
4/11/24	44013	83810-200	Travel - HQ 3/23/24	19.09	
4/11/24	44013	10006-100	Michelle Lawhorn		19.09
4/11/24	44014	83810-410	Travel - Carson 3/8/24	17.17	
4/11/24	44014	10006-100	Alyssa Noe		17.17
4/11/24	44015	84800-200	Janitorial - HQ	4,558.00	
4/11/24	44015	84800-410	Janitorial - Carson	220.00	
4/11/24	44015	84800-420	Janitorial - Dinwiddie	350.00	
4/11/24	44015	84800-430	Janitorial - Disputanta	256.00	
4/11/24	44015	84800-440	Janitorial - McKenney	250.00	
4/11/24	44015	84800-450	Janitorial - PG	1,545.00	
4/11/24	44015	84800-460	Janitorial - Rohoic	220.00	
4/11/24	44015	84800-480	Janitorial - Burrowsville	195.00	
4/11/24	44015	10006-100	MCS Services, Inc.		7,594.00
4/11/24	44016	20500-100	Payment from VFHY 8/17/23	1,950.00	
			First Connections for Early		
4/11/24	44016	10006-100	Success		1,950.00
4/11/24	44017	84900-200	Monitoring of Alarms - HQ	55.00	
4/11/24	44017	84900-450	Monitoring of Alarms - PG	59.00	
			Petersburg Alarm Company,		
4/11/24	44017	10006-100	Inc.		114.00
4/11/24	44018	84400-100	Technical Services Manager Ad	291.60	
4/11/24	44018	10006-100	YourMembership.com, Inc.		291.60
4/11/24	44019	84900-410	Grounds Maintenance - Carson	182.00	
4/11/24	44019	10006-100	Virginia Landscapers LLC		182.00
			Maintenance - McKenney		
4/11/24	44020	82910-440	Copier 3/24 to 3/25	459.00	
4/11/24	44020	10006-100	Centric Business Systems		459.00

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4/11/24	44021	83810-100	Travel - PLA Conference 4/2 -		
4/11/24	44021	10006-100	4/8/24 Brian Manning	551.25	551.25
4/11/24	44022	83700-200	Supplies for Parent Resource Fair	49.18	
4/11/24	44022	85800-100	Supplies for H/PG Spring Meeting	75.50	
4/11/24	44022	10006-100	Megan Ranes		124.68
4/11/24	44023	85200-100	Chair Yoga	80.00	
4/11/24	44023	10006-100	Lauren Hannon		80.00
4/11/24	44024	83500-200	Rent - Hopewell Library	3,750.00	
4/11/24	44024	10006-100	Hopewell City Treasurer		3,750.00
4/15/24	2024-330E	10007-100	Gross MLS	15,419.84	
4/15/24	2024-330E	10007-100	Gross Non MLS	8,942.96	
4/15/24	2024-330E	10007-100	Gross Hourly	14,476.63	
4/15/24	2024-330E	10007-100	Gross Smart Beginnings	1,756.88	
4/15/24	2024-330E	10006-100	ARLS-Payroll		40,596.31
4/18/24	200784	21000-100	Federal Taxes Withheld	3,197.91	
4/18/24	200784	22000-100	Social Security Taxes Withheld	3,046.33	
4/18/24	200784	22000-100	SB Social Security	134.27	
4/18/24	200784	22000-100	ARLS Social Security	2,912.06	
4/18/24	200784	23000-100	Medicare Taxes Withheld	712.44	
4/18/24	200784	23000-100	SB Medicare Taxes	31.40	
4/18/24	200784	23000-100	ARLS Medicare	681.04	
4/18/24	200784	10006-100	Electronic Federal Tax Payment		10,715.45
4/18/24	2013-959	27000-300	EZ Link Withheld	217.60	
4/18/24	2013-959	70460-100	Ez Link Retirement	542.01	
4/18/24	2013-959	10006-100	Treasurer of Virginia		759.61
4/18/24	2013-960	27000-400	EZ Link Voluntary	487.94	
4/18/24	2013-960	10006-100	Treasurer of Virginia		487.94
4/25/24	2024-331E	80030-100	Invoice: Amazon 4/6/24	88.92	
4/25/24	2024-331E	80038-100	Invoice: Amazon 4/6/24	32.00	
4/25/24	2024-331E	83700-100	Invoice: Amazon 9984	102.41	
4/25/24	2024-331E	83700-200	Invoice: Amazon 9993	34.49	
4/25/24	2024-331E	83700-200	Invoice: Amazon 9988	57.96	
4/25/24	2024-331E	10006-100	Amazon.com		315.78
4/25/24	2024-332E	70550-600	FC Health Insurance	877.50	
4/25/24	2024-332E	70470-100	ARLS Health Insurance	4,638.74	
4/25/24	2024-332E	10006-100	Anthem BlueCross BlueShield		5,516.24
4/25/24	2024-333E	70470-100	Retiree Health Insurance	9,900.00	
4/25/24	2024-333E	10006-100	Anthem BlueCross BlueShield		9,900.00
4/25/24	2024-334E	70470-100	Retirees Health Insurance	422.00	
4/25/24	2024-334E	10006-100	Anthem BlueCross BlueShield		422.00

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4/25/24	2024-335E	80020-100	Invoice: 5018851152	1,139.26	
4/25/24	2024-335E	80020-100	Invoice: 5018850368	43.80	
4/25/24	2024-335E	80250-100	Invoice: 5018867844	15.37	
4/25/24	2024-335E	80020-100	Invoice: 5018865882	328.21	
4/25/24	2024-335E	10006-100	Baker & Taylor		1,526.64
4/25/24	2024-336E	80460-100	Invoice: 2147213	242.89	
4/25/24	2024-336E	10006-100	Blackstone Publishing		242.89
			#8299 60 020 0107829 Internet		
4/25/24	2024-337E	82600-460	- Rohoic	309.07	
4/25/24	2024-337E	10006-100	Comcast Communications		309.07
			#8299 60 020 0108397 Internet		
4/25/24	2024-338E	82600-420	- Dinwiddie	309.07	
4/25/24	2024-338E	10006-100	Comcast Communications		309.07
			#8299 60 019 0106328		
4/25/24	2024-339E	84100-450	Telephone - PG	112.85	
			#8299 60 019 0106328 Internet		
4/25/24	2024-339E	82600-450	- PG	411.59	
4/25/24	2024-339E	10006-100	Comcast Communications		524.44
4/25/24	2024-340E	84000-200	Utilities - HQ	30.96	
4/25/24	2024-340E	84000-410	Utilities - Carson	30.96	
4/25/24	2024-340E	84000-480	Utilities - Burrowsville	30.97	
4/25/24	2024-340E	10006-100	Diamond Springs		92.89
4/25/24	2024-341E	84000-410	Utilities - Carson	172.64	
4/25/24	2024-341E	10006-100	Dominion Energy Virginia		172.64
4/25/24	2024-342E	81210-420	Dinwiddie Workstation Project	4,139.33	
4/25/24	2024-342E	81210-410	Carson Workstation Project	4,139.33	
4/25/24	2024-342E	10006-100	E-N Computers, Inc.		8,278.66
4/25/24	2024-343E	80010-100	Invoice: 63046306	32.31	
4/25/24	2024-343E	80025-100	Invoice: 63046304	1,912.94	
4/25/24	2024-343E	80030-100	Invoice: 63046305	10.25	
4/25/24	2024-343E	80010-100	Invoice: 60336631	25.58	
4/25/24	2024-343E	80210-100	Invoice: 60336630	20.01	
4/25/24	2024-343E	80010-100	Invoice: 63050535	299.50	
4/25/24	2024-343E	80010-100	Invoice: 63050536	243.74	
4/25/24	2024-343E	80015-100	Invoice: 63050537	446.96	
4/25/24	2024-343E	80230-100	Invoice: 63050527	23.30	
4/25/24	2024-343E	80230-100	Invoice: 63050529	11.69	
4/25/24	2024-343E	80230-100	Invoice: 63050528	55.55	
4/25/24	2024-343E	80230-100	Invoice: 63050541	7.18	
4/25/24	2024-343E	80200-100	Invoice: 63050538	89.20	
4/25/24	2024-343E	80025-100	Invoice: 63050531	123.12	
4/25/24	2024-343E	80025-100	Invoice: 63050540	94.32	
4/25/24	2024-343E	80038-100	Invoice: 63050534	43.36	
4/25/24	2024-343E	80030-100	Invoice: 63050532	48.84	
4/25/24	2024-343E	80030-100	Invoice: 63050533	538.15	
4/25/24	2024-343E	80210-100	Invoice: 63050526	35.02	
4/25/24	2024-343E	80210-100	Invoice: 63050539	21.58	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Apr 1, 2024 to Apr 30, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/25/24	2024-343E	80210-100	Invoice: 63050530	51.24	
4/25/24	2024-343E	80010-100	Invoice: 63050876	34.95	
4/25/24	2024-343E	80015-100	Invoice: 63050877	35.76	
4/25/24	2024-343E	80230-100	Invoice: 63050872	12.61	
4/25/24	2024-343E	80025-100	Invoice: 63050874	47.94	
4/25/24	2024-343E	80038-100	Invoice: 63050875	21.14	
4/25/24	2024-343E	80210-100	Invoice: 63050873	34.12	
4/25/24	2024-343E	80210-100	Invoice: 63050878	10.53	
4/25/24	2024-343E	80010-100	Invoice: 63052844	260.07	
4/25/24	2024-343E	80015-100	Invoice: 63052845	212.34	
4/25/24	2024-343E	80230-100	Invoice: 63052846	7.18	
4/25/24	2024-343E	80230-100	Invoice: 63052838	22.22	
4/25/24	2024-343E	80230-100	Invoice: 63052839	22.18	
4/25/24	2024-343E	80025-100	Invoice: 63052841	102.37	
4/25/24	2024-343E	80038-100	Invoice: 63052843	21.14	
4/25/24	2024-343E	80030-100	Invoice: 63052842	212.41	
4/25/24	2024-343E	80210-100	Invoice: 63052837	48.00	
4/25/24	2024-343E	80210-100	Invoice: 63052836	38.28	
4/25/24	2024-343E	80210-100	Invoice: 63052840	17.12	
4/25/24	2024-343E	80010-100	Invoice: 63054135	7.87	
4/25/24	2024-343E	80015-100	Invoice: 63054136	44.24	
4/25/24	2024-343E	80230-100	Invoice: 63054137	7.18	
4/25/24	2024-343E	80230-100	Invoice: 63054138	5.98	
4/25/24	2024-343E	80230-100	Invoice: 63054132	11.15	
4/25/24	2024-343E	80230-100	Invoice: 63054130	13.15	
4/25/24	2024-343E	80025-100	Invoice: 63054133	33.04	
4/25/24	2024-343E	80030-100	Invoice: 63054134	195.12	
4/25/24	2024-343E	80210-100	Invoice: 63054131	85.33	
4/25/24	2024-343E	10006-100	Ingram Library Services		5,697.26
4/25/24	2024-344E	80410-100	Invoice: 505307696	188.07	
4/25/24	2024-344E	80410-100	Invoice: 505307695	43.08	
4/25/24	2024-344E	80405-100	Invoice: 505307698	618.94	
4/25/24	2024-344E	80440-100	Invoice: 505307699	492.39	
4/25/24	2024-344E	80440-100	Invoice: 505321950	47.22	
4/25/24	2024-344E	80440-100	Invoice: 505343880	795.98	
4/25/24	2024-344E	80405-100	Invoice: 505338779	100.70	
4/25/24	2024-344E	10006-100	Midwest Tape		2,286.38
4/25/24	2024-345E	83700-200	972XL Ink	528.31	
4/25/24	2024-345E	10006-100	TMA Laser Group, Inc.		528.31
4/25/24	2024-346E	83700-100	Operating Checks	339.33	
4/25/24	2024-346E	10006-100	Safeguard Business Systems, Inc		339.33
4/29/24	2024-347E	10007-100	Gross MLS	15,419.84	
4/29/24	2024-347E	10007-100	Gross Non MLS	8,942.96	
4/29/24	2024-347E	10007-100	Gross Hourly	14,296.88	
4/29/24	2024-347E	10007-100	Gross Smart Beginnings	1,756.88	
4/29/24	2024-347E	10006-100	ARLS-Payroll		40,416.56
4/25/24	44025	80020-100	Invoice: 84137007	45.49	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Apr 1, 2024 to Apr 30, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/25/24	44025	80260-100	Invoice: 84109044	57.73	
4/25/24	44025	80260-100	Invoice: 84174630	140.20	
4/25/24	44025	80260-100	Invoice: 84187340	78.72	
4/25/24	44025	80260-100	Invoice: 84186720	101.21	
4/25/24	44025	80260-100	Invoice: 84186536	104.96	
4/25/24	44025	80260-100	Invoice: 84187625	51.73	
4/25/24	44025	10006-100	Cengage Learning Inc/Gale		580.04
4/25/24	44026	80250-100	Invoice: 12435921	117.78	
			Rowman & Littlefield		
4/25/24	44026	10006-100	Publishing Group		117.78
4/25/24	44027	82910-420	Copier Contract - Dinwiddie	525.00	
4/25/24	44027	10006-100	Centric Business Systems		525.00
4/25/24	44028	85200-100	Painting Class - 4/6/24	228.00	
4/25/24	44028	10006-100	Beckie Childers		228.00
4/25/24	44029	83700-100	Phone Jack	7.36	
4/25/24	44029	85210-100	Tablecloths for Program	7.42	
4/25/24	44029	85210-100	Crayons & Markers	16.85	
4/25/24	44029	10006-100	Catherine Field		31.63
4/25/24	44030	85110-100	Snacks and Solar Sticks for YS	35.66	
4/25/24	44030	83810-200	Travel - HQ - 4/17/24, 4/18/24	30.10	
4/25/24	44030	10006-100	Rija Mughal		65.76
4/25/24	44031	83810-410	Travel - Carson - 4/12/24	19.85	
4/25/24	44031	10006-100	Linda April Bradshaw		19.85
			Travel -Dinwiddie - 4/8/24,		
4/25/24	44032	83810-420	4/12/24	66.91	
4/25/24	44032	10006-100	Shelly Curtis		66.91
4/25/24	44033	85110-100	Chips & Plates	31.73	
4/25/24	44033	85110-100	Lizards, Glasses, Stickers	78.57	
4/25/24	44033	10006-100	Sarah Finch		110.30
4/25/24	44034	85200-100	Chair Yoga - 4/17, 4/24	80.00	
4/25/24	44034	10006-100	Lauren Hannon		80.00
4/25/24	44035	82700-100	Location Brochures	299.00	
4/25/24	44035	10006-100	Johnson Printing Service		299.00
4/25/24	44036	80300-450	Newspaper - PG	923.00	
4/25/24	44036	10006-100	Richmond Times Dispatch		923.00
Total				228,163.85	228,163.85

Appomattox Reg Library System

Truist CK #2024-329E

4/11/24

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/27/24	Walmart 9949	83700-100	Instant Film	39.89	
2/27/24	Walmart 9949	20200-400	Walmart		39.89
2/29/24	Gale 2/29/24	80260-100	Invoice: 83855923	53.23	
2/29/24	Gale 2/29/24	80260-100	Invoice: 83856272	52.48	
2/29/24	Gale 2/29/24	80260-100	Invoice: 83855466	94.46	
2/29/24	Gale 2/29/24	80260-100	Invoice: 83855330	100.46	
2/29/24	Gale 2/29/24	80260-100	Invoice: 83931896	61.47	
2/29/24	Gale 2/29/24	80260-100	Invoice: 83931365	74.97	
2/29/24	Gale 2/29/24	80260-100	Invoice: 83940265	48.73	
2/29/24	Gale 2/29/24	20200-400	Cengage Learning Inc/Gale		485.80
2/29/24	Google 2/29/24	82020-100	Google E-Mail	388.76	
2/29/24	Google 2/29/24	20200-400	Google		388.76
2/29/24	Read 2/29/24	80210-100	Invoice: Heart 058	32.40	
2/29/24	Read 2/29/24	20200-400	Reader Service		32.40
3/2/24	Marriott 9959	83810-100	Hotel - Conference	259.30	
3/2/24	Marriott 9959	20200-400	Marriott		259.30
3/6/24	Amazon 9951	85800-100	Prime Membership	179.00	
3/6/24	Amazon 9951	20200-400	Amazon.com		179.00
3/6/24	Waves 9960	85800-100	Business Lunch Economic Dev	42.42	
3/6/24	Waves 9960	20200-400	Waves Sandwich Company		42.42
3/7/24	ALA 9958	84400-100	Ad - Material Services Mgr	324.00	
3/7/24	ALA 9958	20200-400	American Library Association		324.00
3/13/24		82000-100	Software Licenses	29.99	
3/13/24		20200-400	Adobe Indesign		29.99
3/14/24		85210-100	Cutouts - Animals Along Appom	390.46	
3/14/24		20200-400	Snap PLC		390.46
3/14/24	Gale 3/14/24	80260-100	Invoice: 84002900	187.43	
3/14/24	Gale 3/14/24	80260-100	Invoice: 84016609	101.21	
3/14/24	Gale 3/14/24	80260-100	Invoice: 84016814	95.96	
3/14/24	Gale 3/14/24	80260-100	Invoice: 84022945	52.48	
3/14/24	Gale 3/14/24	20200-400	Cengage Learning Inc/Gale		437.08
3/14/24	Post 3/14/24	84700-410	Renewal PO Box 58	84.00	
3/14/24	Post 3/14/24	20200-400	US Postal Service		84.00
3/14/24	Rural 3/14/24	82600-480	Internet - Burrowsville	219.00	
3/14/24	Rural 3/14/24	20200-400	RuralBand		219.00
3/14/24	Staples 9966	83700-100	Paper, Markers, Envelopes, Ink	258.98	
3/14/24	Staples 9966	20200-400	Staples, Inc.		258.98
3/17/24	PUBlix 9990	85860-100	Food - Board Meetings	59.48	
3/17/24	PUBlix 9990	20200-400	Publix		59.48
3/20/24	Staples 9969	83700-100	Paper, Pens, Cardstock	136.61	

Appomattox Reg Library System

Truist CK #2024-329E

4/11/24

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/20/24	Staples 9969	84810-100	Windex, Bags, Lysol		
			Cleaner	153.97	
3/20/24	Staples 9969	20200-400	Staples, Inc.		290.58
3/22/24	Hotel 9982	83810-100	Travel - VPLDA Conference	289.11	
3/22/24	Hotel 9982	20200-400	Hotel Madison		289.11
Total				3,810.25	3,810.25

Appomattox Reg Library System

Amazon

For the Period From Apr 1, 2024 to Apr 30, 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
4/1/24	80470-100	Video Games	Amazon 3/22/24	Video Games	59.99	
4/1/24			Amazon 3/22/24	Amazon.com		59.99
4/1/24	80020-100	Adult Non-Fiction	Amazon 3/25/24	ANF	60.54	
4/1/24	80038-100	Juvenile Fiction	Amazon 3/25/24	Juvenile Fiction	16.50	
4/1/24			Amazon 3/25/24	Amazon.com		77.04
4/1/24	80470-100	Video Games	Amazon 3/26/24	Video Games	109.96	
4/1/24			Amazon 3/26/24	Amazon.com		109.96
4/1/24	80020-100	Adult Non-Fiction	Amazon 4/19/24R	ANF		-30.58
4/1/24			Amazon 4/19/24R	Amazon.com	-30.58	
		Supplies - Youth		Stickers, Lights,		
4/1/24	85110-100	Services	Amazon 9967	Toys, Succulents	175.24	
4/1/24			Amazon 9967	Amazon.com		175.24
		Supplies - Youth				
4/1/24	85110-100	Services	Amazon 9967R	Lizards		-26.79
4/1/24			Amazon 9967R	Amazon.com	-26.79	
CK #2024-316E					364.86	364.86
4/11/24						
4/6/24	80030-100	Juvenile Easys	Amazon 4/6/24	Easies	88.92	
4/6/24	80038-100	Juvenile Fiction	Amazon 4/6/24	Juvenile Fiction	32.00	
4/6/24			Amazon 4/6/24	Amazon.com		120.92
				Brochure Holders,		
4/9/24	83700-100	Supplies - Regional	Amazon 9984	Meter Tape	102.41	
4/9/24			Amazon 9984	Amazon.com		102.41
				Keypad, Wall		
4/11/24	83700-200	Supplies - HQ	Amazon 9988	Charger	57.96	
4/11/24			Amazon 9988	Amazon.com		57.96
4/11/24	83700-200	Supplies - HQ	Amazon 9993	AC/DC Adapter	34.49	
4/11/24			Amazon 9993	Amazon.com		34.49
CK #2024-331E					315.78	315.78
4/25/2024						

Appomattox Reg Library System
First Connections Report
For the Period From Jul 1, 2023 to April 30, 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		
4/30/24	Ending Balance			5,882.05

Forthcoming & a Request: Webinar opportunity for your Trustees on Law & the Right to Read

2 messages

Thalacker, Reagen (LVA) <Reagen.Thalacker@lva.virginia.gov>
Reply-To: "Thalacker, Reagen (LVA)" <Reagen.Thalacker@lva.virginia.gov>
To: VPLDA@listvpl.lib.va.us

Thu, May 2, 2024 at 9:56 AM

Greetings,

United for Libraries, with whom we have a statewide partnership, has produced a 60-minute webinar which will take place June 5th at 2p, titled *Law & the Right to Read: What Your Trustees Need to Know*. All Virginia library stakeholders will be able to attend this for FREE because of this partnership.

Beginning next week and leading up to the event, I'll be sending out promotional e-mails for this opportunity and am asking that in your role as the Director, if your Trustees are not already signed up for communications on the Trustee, Friends, and Foundations e-mail list that we have, to share this with them.

Many of the things we see trustees do as reactions to materials challenges are done as somewhat knee-jerk reactions trying to placate public uproar and are usually implemented without a full understanding of the legal ramifications of their actions. Given that one of the roles for trustees is to understand the local, state, and federal laws that govern and impact libraries, the lack of knowledge regarding areas like First Amendment rights can cause major issues and major headlines.

Again, please share the promotional e-mails with your Trustees when they cross your inbox. I'll be sending them to the VPDLA list and then also to our Trustees, Friends, and Foundation (TFF) newsletter list. We don't currently maintain a larger contact list for TFF folks as it was stated that the primary preference was for communications with them to be sent via a third-party, a.k.a. the Director.

Please let me know if you have any questions. Thanks for your cooperation and have a wonderful rest of your day!

Reagen



Reagen A. Thalacker, MLIS

Public Library Consultant

☎ 804-692-3563

✉ reagen.thalacker@lva.virginia.gov

📍 800 East Broad St., Richmond, VA 23219

🌐 www.lva.virginia.gov



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## **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

## **Section 13: Rules of Conduct for Using the Library Adopted \_\_\_\_\_**

### **13.1 Appropriate Library Conduct**

The Appomattox Regional Library System (ARLS) and its staff makes every effort to provide its patrons with a welcoming environment that fosters lifelong learning. Its 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 then only return to an ARLS location after meeting with the assistant director or 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..

### **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. 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.
8. 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.
9. 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.
10. Bringing any animal inside of the library other than designated service animals. The library may make an exception for presenters bringing animals to the library as part of a scheduled program. Emotional support animals are not considered a designated service animal.
11. Violating the ARLS's Internet Use Policy whether using library workstations or the library's WiFi.
12. Bringing in more than two bags. No bag may exceed 16"x16"x20". The library director may make exceptions for library staff, programs and meetings.
13. 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.
14. 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.

**Board of Trustees Meeting Locations**  
**July 2024 – June 2025**  
**1<sup>st</sup> Proposal**

| <b>Date</b>        | <b>Location</b> | <b>Time</b>                                    |
|--------------------|-----------------|------------------------------------------------|
| 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<br>Staff Appreciation<br>Dinner |



**Board of Trustees Meeting Locations**  
**July 2024 – June 2025**  
**2<sup>nd</sup> Proposal**

| <b>Date</b>        | <b>Location</b> | <b>Time</b>                                    |
|--------------------|-----------------|------------------------------------------------|
| July 17, 2024      | Hopewell        | 1:00 p.m.                                      |
| August 2024        | NO MEETING      | -                                              |
| September 18, 2024 | Rohoic          | 1:00 p.m.                                      |
| October 16, 2024   | Prince George   | 1:00 p.m.                                      |
| November 2024      | NO MEETING      | -                                              |
| December 11, 2024  | Hopewell        | 1:00 p.m.                                      |
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| June 18, 2025      | Hopewell        | TBD – precedes<br>Staff Appreciation<br>Dinner |