

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

October 16, 2024

Prince George Public Library
1:00 p.m.

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

October 16, 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 – September 18, 2024

Statistical Report – dated October 16, 2024

Financial Report – dated October 16, 2024

Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** FY2024 Report on Long Range Plan progress
- R3.** Unattended Child Policy
- R4.** FY2026 Budget Planning Process

Committee Reports:

New Business:

Unfinished Business:

Adjournment

Next meeting on December 11, 2024 at 1:00 pm at the Hopewell Library

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of September 18, 2024**

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, September 18, 2024, at the Rohoic Library located at 7301 Boydton Plank Road, Petersburg, Virginia. Chairperson Randi Hawkins called the meeting to order at 1 p.m.

Trustees present:

Dinwiddie County: Ms. Randi Hawkins, chairperson; Hopewell City: Mr. William Stewart; and Prince George County: Ms. Angela Bennett, Ms. Danielle Roache and Ms. Amanda Binford. All current appointees were in attendance.

Trustees absent: Dinwiddie County: Dr. Sandra E. Ruffin, vice chairperson and secretary, and Ms. Schneria Valentine; Hopewell City: Mr. Larry Pankey, treasurer and a vacant Board position continues in Hopewell and one in Prince George.

Staff present: Mr. Brian Manning, Regional Library Director, Ms. Briana Terry, Administrative and Personnel Services Manager, Chris Wiegard, Assistant Director and Ginger Mauler, Branch Services Manager.

Approval of Agenda and Consent Agenda:

Ms. Binford moved to approve the agenda, seconded by Mr. Stewart, and the motion was carried.

Ms. Binford moved to approve the Consent Agenda, seconded by Mr. Stewart, and the motion was carried.

Communications: None

Citizen Comments: None

Report of Library Director:

R1. There is a part-time position vacant in the Material Services Department. There is expectation for an internal candidate to transfer into this role. We are currently reevaluating the need to hire an additional circulation position for Hopewell.

R2. A citizen submitted two reconsideration of materials requests for Youth Services Books. The committee determined there was no just cause for removing the books from our collection.

R3. Summer reading was successful. Adult participation is continuing to grow. Youth participation continues to fluctuate

R4. 50th Anniversary celebrations are on September 21, 2024 at the Hopewell Library; September 28, 2024 at the Prince George Library; and October 12, 2024 at the Eastside Enhancement Center. Jeanie Langford will speak. Take home crafts available to children.

R5. Long Range Planning is at the board's discretion. They get to decide if plan will be carried out by ARLS professional staff or be conducted via focus groups, community partners and a committee. The board is in favor of the Long Range Plan being conducted by ARLS Professional Staff.

R6. A proposed budget will be prepared for the October 16, 2024 board meeting. In November, the finance committee will meet and discuss the proposed budget. A final vote will be required in our December meeting to submit the final budget to the three jurisdictions.

R7. The Unattended Child Policy is in the drafting stage and should be ready to vote on in our December meeting.

Committee reports: None

New Business:

- Mr. Pankey needs to be added to the signature card at the Bank of Southside Virginia. Motion to agree to add him to the accounts. Ms. Bennett moved to approve the document be signed. Mr. Stewart seconded and the motion carries.

Unfinished Business: None

Adjournment:

The next meeting will be held on October 16, 2024, at the Prince George Library at 6605 Courts Drive, Prince George, Virginia.

With no further discussion, Ms. Binford moved to adjourn, Ms. Bennett seconded, and the motion was carried. The Chairperson adjourned the meeting at 1:49 p.m.

Statistical Report
October 16, 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 FROM Month FY24	
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	379										1345	-17%	2%
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	821										2434	9%	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	1,612										5,187	2%	-1%
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	447										1,746	-34%	6%
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	9,207										29,900	9%	4%

Statistical Report
October 16, 2024

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month 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	1,203										3,751	1%	2%
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	8,339										28,726	72%	84%
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	1,086										3,503	-24%	-15%
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	1,886	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	2,840										8,798	40%	32%
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	25,934	0	0	0	0	0	0	0	0	0	85,390	21%	23%

Statistical Report
October 16, 2024

PATRON VISITS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2025														
Burrowsville		227	154	103	0	0	0	0	0	0	0	0	0	484
Carson Depot		181	211	181	0	0	0	0	0	0	0	0	0	573
Dinwiddle		605	527	511	0	0	0	0	0	0	0	0	0	1,643
Disputanta		175	177	133	0	0	0	0	0	0	0	0	0	485
Hopewell		15,205	13,781	12,320	0	0	0	0	0	0	0	0	0	41,306
McKenney		406	398	382	0	0	0	0	0	0	0	0	0	1,186
Prince George		6,018	5,899	5,409	0	0	0	0	0	0	0	0	0	17,326
Rohoic		419	415	476	0	0	0	0	0	0	0	0	0	1,310
TOTAL		23,236	21,562	19,515	0	0	0	0	0	0	0	0	0	64,313
MISC TRANSACTIONS		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings		178	144	146	0	0	0	0	0	0	0	0	0	468
Meeting Room Users		1,055	892	456	0	0	0	0	0	0	0	0	0	2,403
Book Group		8	7	16	0	0	0	0	0	0	0	0	0	31
Adult Program**		576	716	413	0	0	0	0	0	0	0	0	0	1,705
Non-SRP Child Program		0	0	285	0	0	0	0	0	0	0	0	0	285
Non-SRP Teen Program		0	0	20	0	0	0	0	0	0	0	0	0	20
Storytime		427	465	540	0	0	0	0	0	0	0	0	0	1,432
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	173	0	0	0	0	0	0	0	0	0	1,130
Notary Services		64	66	39	0	0	0	0	0	0	0	0	0	169
Database Usage		1,645	2,364	450	0	0	0	0	0	0	0	0	0	4,459
TOTALS		6,754	7,366	2,538	0	0	0	0	0	0	0	0	0	16,658

**Includes online programming

REFERENCE QUESTIONS - FY2025	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	42	49	38	0	0	0	0	0	0	0	0	0	129
Carson Depot	72	36	61	0	0	0	0	0	0	0	0	0	169
Dinwiddie	209	190	192	0	0	0	0	0	0	0	0	0	591
Disputanta	58	63	43	0	0	0	0	0	0	0	0	0	164
Hopewell	1,566	1,484	1,580	0	0	0	0	0	0	0	0	0	4,630
McKenney	145	142	132	0	0	0	0	0	0	0	0	0	419
Prince George	935	1,088	890	0	0	0	0	0	0	0	0	0	2,913
Rohoic	146	127	120	0	0	0	0	0	0	0	0	0	393
TOTALS	3,173	3,179	3,056	0	0	0	0	0	0	0	0	0	9,408
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	11	8	6	0	0	0	0	0	0	0	0	0	25
WIFI	13	13	20	0	0	0	0	0	0	0	0	0	46
Carson Depot Workstation	25	23	28	0	0	0	0	0	0	0	0	0	76
WIFI	30	33	38	0	0	0	0	0	0	0	0	0	101
Dinwiddie Workstation	57	42	49	0	0	0	0	0	0	0	0	0	148
WIFI	34	38	26	0	0	0	0	0	0	0	0	0	98
Disputanta Workstation	39	59	58	0	0	0	0	0	0	0	0	0	156
WIFI	98	114	70	0	0	0	0	0	0	0	0	0	282
Hopewell Workstation	1,371	1,499	1,322	0	0	0	0	0	0	0	0	0	4,192
WIFI	932	934	838	0	0	0	0	0	0	0	0	0	2,704
McKenney Workstation	43	54	44	0	0	0	0	0	0	0	0	0	141
WIFI	47	43	27	0	0	0	0	0	0	0	0	0	117
Prince George Workstation	401	397	336	0	0	0	0	0	0	0	0	0	1,134
WIFI	320	324	329	0	0	0	0	0	0	0	0	0	973
Rohoic Workstation	22	14	26	0	0	0	0	0	0	0	0	0	62
WIFI	32	29	36	0	0	0	0	0	0	0	0	0	97
TOTALS	3,475	3,624	3,253	0	0	0	0	0	0	0	0	0	10,352

Hotspot Circulation

135

119

123

377

Appomattox Regional Library System
Revenue and Expenses
July 1, 2024 - June 30, 2025

fund#	Revenue 09/30/24	Adopted FY2025 Budget	Receipts to		Monthly Receipts - 09/24	Total Receipts - 09/30/24	Percentage Received	Balance Due
			Previous Month					
100	Carry Over	\$20,000	\$0	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$737,544	\$184,596	\$0	\$0	\$184,596	25.0%	\$552,949
103	Dinwiddie	\$352,795	\$88,309	\$0	\$0	\$88,309	25.0%	\$264,486
104	Prince George	\$705,050	\$176,467	\$0	\$0	\$176,467	25.0%	\$528,583
105	State Funds	\$614,920	\$168,613	\$0	\$0	\$168,613	27.4%	\$446,308
106	Lost/Damaged/Fees	\$1,000	\$960	\$306	\$306	\$1,266	126.6%	(\$266)
107	Copying/Fax Receipts	\$25,000	\$3,985	\$2,005	\$2,005	\$5,989	24.0%	\$19,011
108	Endowment Funds	\$16,900	\$0	\$0	\$0	\$0	0.0%	\$16,900
109	E-Rate Refunds	\$13,000	\$26,873	\$0	\$0	\$26,873	206.7%	(\$13,873)
110	Gifts/Donations	\$1,000	\$1,160	\$0	\$0	\$1,160	116.0%	(\$160)
111	Grants	\$1,000	\$0	\$0	\$0	\$0	0.0%	\$1,000
112	Other	\$2,700	\$813	\$52	\$52	\$865	32.0%	\$1,835
	TOTALS	\$2,590,909	\$651,774	\$2,363	\$2,363	\$654,136	25.2%	\$1,936,773

Fund#	EXPENSES 09/30/2024	FY25 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/24	TOTAL EXPENSES 09/30/24	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$539,151	\$88,615	\$41,022	\$129,637	24.0%	\$409,514
201	Non-MLS Salary & Wages	\$729,849	\$105,402	\$53,448	\$158,850	21.8%	\$570,999
202	Benefits for Staff/Retirees	\$370,965	\$48,299	\$22,991	\$71,290	19.2%	\$299,675
	Total Personnel	\$1,639,965	\$242,316	\$117,461	\$359,777	21.9%	\$1,280,189
Books & Materials							
300	Books	\$105,000	\$10,421	\$4,161	\$14,582	13.9%	\$90,418
301	Leased Materials	\$16,000	\$0	\$0	\$0	0.0%	\$16,000
302	Standing Order Books	\$33,475	\$4,672	\$3,196	\$7,868	23.5%	\$25,607
303	Print News & Periodicals	\$10,000	\$0	\$0	\$0	0.0%	\$10,000
304	Audiovisual Materials	\$32,000	\$2,575	\$2,991	\$5,566	17.4%	\$26,434
305	Electronic Materials	\$8,000	\$27,031	\$8,819	\$35,850	448.1%	(\$27,850)
306	Material Services Supplies	\$6,000	\$1,393	\$315	\$1,708	28.5%	\$4,292
308	Restricted - Donation/Grant	\$200	\$0	\$0	\$0	0.0%	\$200
310	Econtent	\$40,000	\$10,885	\$234	\$11,118	27.8%	\$28,882
	Total Books & Materials	\$250,675	\$56,976	\$19,715	\$76,692	30.6%	\$173,983
Capital Expenditures							
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$90,000	\$1,441	\$247	\$1,688	1.9%	\$88,312
401	Computer Hardware	\$65,000	\$2,664	\$7,054	\$9,718	15.0%	\$55,282
	Total Capital Expenditures	\$155,000	\$4,105	\$7,301	\$11,406	7.4%	\$143,594
Contractual							
500	Lyrasis ILL Services	\$3,100	\$0	\$19	\$19	0.6%	\$3,081
	Software & Web Based App.						
501	Licensing Contracts	\$62,000	\$21,769	\$11,333	\$33,102	53.4%	\$28,898
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	\$28,399	\$6,754	\$35,153	50.2%	\$34,847

Fund#	EXPENSES 09/30/2024	FY25 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/24	TOTAL EXPENSES 09/30/24	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$40,000	\$6,615	\$2,782	\$9,397	23.5%	\$30,603
508	Printing and Publications	\$10,000	\$0	\$1,801	\$1,801	18.0%	\$8,199
	Total Contractual	\$209,600	\$59,395	\$22,689	\$82,084	39.2%	\$127,516
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$93	\$48	\$141	2.0%	\$6,859
601	TLC Maintenance Contract	\$16,500	\$16,492	\$0	\$16,492	100.0%	\$8
602	Facilities and Rent	\$76,650	\$12,600	\$6,300	\$18,900	24.7%	\$57,750
603	Supplies	\$20,000	\$3,423	\$1,336	\$4,759	23.8%	\$15,241
604	Travel / Workshops /Conf. Fees	\$5,000	\$1,531	\$136	\$1,668	33.4%	\$3,332
605	Training / Education	\$2,000	\$1,410	\$52	\$1,462	73.1%	\$538
606	Utilities	\$3,750	\$898	\$226	\$1,124	30.0%	\$2,626
607	Telephone (Voice)	\$13,600	\$1,323	\$901	\$2,224	16.4%	\$11,376
608	Insurance	\$12,750	\$534	\$210	\$744	5.8%	\$12,006
609	Vehicle Maintenance & Fuel	\$5,000	\$533	\$162	\$695	13.9%	\$4,305
610	Job & Contracting Advertising	\$2,500	\$74	\$0	\$74	3.0%	\$2,426
611	Promotional Advertising	\$5,000	\$2,012	\$0	\$2,012	40.2%	\$2,988
612	Organization/Association Dues	\$3,500	\$105	\$0	\$105	3.0%	\$3,395
613	Postage	\$5,500	\$1,725	\$354	\$2,079	37.8%	\$3,421
614	Janitorial	\$94,000	\$15,749	\$7,746	\$23,496	25.0%	\$70,504
615	Other Building Maintenance	\$9,000	\$10,824	\$3,491	\$14,315	159.1%	(\$5,315)
	Total	\$281,750	\$69,326	\$20,964	\$90,290	32.0%	\$191,460
	Facilities/Maint./Operations						
	Programs/Activities/Other						
700	YS Summer Reading Program	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
701	YS Programming & Supplies	\$6,000	\$740	\$596	\$1,336	22.3%	\$4,664
703	Adult Programming & Supplies	\$9,000	\$957	\$162	\$1,120	12.4%	\$7,880

Fund#	EXPENSES 09/30/2024	FY25 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/24	TOTAL EXPENSES 09/30/24	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	\$881	\$5,374	\$6,255	53.1%	\$5,514
	Total Programs/Activ./Other	\$39,119	\$2,578	\$6,132	\$8,710	22.3%	\$30,409
	GRAND TOTALS	\$2,576,109	\$434,697	\$194,262	\$628,959	24.4%	\$1,947,150

Appomattox Reg Library System
Cash Disbursements Journal

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/5/24	200795	21000-100	Federal Taxes Withheld	3,057.07	
			Social Security Taxes		
9/5/24	200795	22000-100	Withheld	3,012.00	
9/5/24	200795	22000-100	FC Social Security	134.28	
9/5/24	200795	22000-100	ARLS Social Security	2,877.72	
			Medicare Taxes		
9/5/24	200795	23000-100	Withheld	704.41	
9/5/24	200795	23000-100	FC Medicare Taxes	31.40	
9/5/24	200795	23000-100	ARLS Medicare	673.01	
			Electronic Federal Tax		
9/5/24	200795	10006-100	Payment		10,489.89
9/19/24	200796	21000-100	Federal Taxes Withheld	3,032.57	
			Social Security Taxes		
9/19/24	200796	22000-100	Withheld	3,012.31	
9/19/24	200796	22000-100	FC Social Security	134.28	
9/19/24	200796	22000-100	ARLS Social Security	2,878.03	
			Medicare Taxes		
9/19/24	200796	23000-100	Withheld	704.49	
9/19/24	200796	23000-100	FC Medicare Taxes	31.40	
9/19/24	200796	23000-100	ARLS Medicare	673.09	
			Electronic Federal Tax		
9/19/24	200796	10006-100	Payment		10,466.17
9/5/24	2013-992	27000-300	EZ Link Withheld	223.90	
9/5/24	2013-992	70460-100	Ez Link Retirement	542.01	
9/5/24	2013-992	10006-100	Treasurer of Virginia		765.91
9/5/24	2013-993	27000-400	EZ Link Withheld	513.60	
9/5/24	2013-993	10006-100	Treasurer of Virginia		513.60
9/9/24	2013-994	70540-600	FC Life Insurance	56.54	
9/9/24	2013-994	70540-600	FC VRS Retirement	42.17	
9/9/24	2013-994	27000-200	VRS Withheld	2,867.28	
9/9/24	2013-994	70460-100	ARLS VRS Insurance	729.83	
9/9/24	2013-994	70460-100	ARLS VRS Retirement	888.21	
9/9/24	2013-994	10006-100	Treasurer of Virginia		4,584.03
9/19/24	2013-996	27000-400	EZ Link Voluntary	551.08	
9/19/24	2013-996	10006-100	Treasurer of Virginia		551.08
9/19/24	2013-997	27000-300	EZ Link Withheld	245.74	
9/19/24	2013-997	70460-100	Ez Link Retirement	634.14	
9/19/24	2013-997	10006-100	Treasurer of Virginia		879.88
			Monthly Billing for		
9/12/24	2025-100E	82450-100	September	2,634.28	
9/12/24	2025-100E	82450-100	Managed Workstations	3,999.00	
9/12/24	2025-100E	82450-100	Cloud Storage	20.88	

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9/12/24	2025-100E	82450-100	Internet	80.00	
9/12/24	2025-100E	82450-100	Axcient Cloud	19.80	
9/12/24	2025-100E	10006-100	E-N Computers, Inc.		6,753.96
9/12/24	2025-101E	84100-410	Telephone - Carson	73.33	
			Granite		
9/12/24	2025-101E	10006-100	Telecommunications		73.33
9/12/24	2025-102E	80230-100	Invoice: 63099382	5.98	
9/12/24	2025-102E	80230-100	Invoice: 63099381	7.18	
9/12/24	2025-102E	80230-100	Invoice: 63099379	7.18	
9/12/24	2025-102E	80230-100	Invoice: 63099378	45.52	
9/12/24	2025-102E	80230-100	Invoice: 63097956	47.84	
9/12/24	2025-102E	80230-100	Invoice: 63097957	5.98	
9/12/24	2025-102E	80230-100	Invoice: 63097958	5.98	
9/12/24	2025-102E	80230-100	Invoice: 63097955	32.29	
9/12/24	2025-102E	80230-100	Invoice: 63097959	10.61	
9/12/24	2025-102E	80010-100	Invoice: 83360620CM	-8.60	
9/12/24	2025-102E	80200-100	Invoice: 63097474	28.90	
9/12/24	2025-102E	80200-100	Invoice: 63099380	19.48	
9/12/24	2025-102E	80200-100	Invoice: 83446364CM	-1.72	
9/12/24	2025-102E	80210-100	Invoice: 63096074	35.02	
9/12/24	2025-102E	80210-100	Invoice: 63096075	22.78	
9/12/24	2025-102E	80210-100	Invoice: 63096076	68.24	
9/12/24	2025-102E	80210-100	Invoice: 63096078	15.18	
9/12/24	2025-102E	80210-100	Invoice: 63094234	87.44	
9/12/24	2025-102E	80025-100	Invoice: 60381479	21.54	
9/12/24	2025-102E	80210-100	Invoice: 60381478	35.04	
9/12/24	2025-102E	80210-100	Invoice: 63094233	34.12	
9/12/24	2025-102E	80210-100	Invoice: 63094232	35.04	
9/12/24	2025-102E	80210-100	Invoice: 63097470	46.32	
9/12/24	2025-102E	80210-100	Invoice: 63097469	98.22	
9/12/24	2025-102E	80210-100	Invoice: 63097472	51.09	
9/12/24	2025-102E	80038-100	Invoice: 60388210	30.75	
9/12/24	2025-102E	80230-100	Invoice: 63100844	28.72	
9/12/24	2025-102E	80230-100	Invoice: 63100848	17.26	
9/12/24	2025-102E	80230-100	Invoice: 63100845	91.93	
9/12/24	2025-102E	80200-100	Invoice: 63100847	13.49	
9/12/24	2025-102E	80200-100	Invoice: 63100846	19.20	
9/12/24	2025-102E	80230-100	Invoice: 67743989	7.18	
9/12/24	2025-102E	80230-100	Invoice: 67743994	22.22	
9/12/24	2025-102E	80010-100	Invoice: 60389931	33.33	
9/12/24	2025-102E	80200-100	Invoice: 67743993	39.20	
9/12/24	2025-102E	80200-100	Invoice: 67743992	18.74	
9/12/24	2025-102E	80200-100	Invoice: 67743991	18.74	
			Ingram Library		
9/12/24	2025-102E	10006-100	Services		1,097.41
9/12/24	2025-103E	80440-100	Invoice: 505964273	78.08	

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9/12/24	2025-103E	80405-100	Invoice: 505937321	49.58	
9/12/24	2025-103E	80410-100	Invoice: 505937088	102.52	
9/12/24	2025-103E	80405-100	Invoice: 505903987	96.24	
9/12/24	2025-103E	80410-100	Invoice: 505903985	93.66	
9/12/24	2025-103E	81000-300	Invoice: 505982693	233.64	
9/12/24	2025-103E	10006-100	Midwest Tape		653.72
			Savannah Subscription -		
9/12/24	2025-104E	82070-100	9/2024 - 9/2025	8,000.00	
9/12/24	2025-104E	10006-100	OrangeBoy, Inc.		8,000.00
9/12/24	2025-105E	85800-100	Staff Shirts	757.00	
9/12/24	2025-105E	10006-100	Rich's Stitches Inc.		757.00
9/12/24	2025-106E	85850-100	Monthly Shredding	85.84	
9/12/24	2025-106E	10006-100	Shred-It USA LLC		85.84
			Westlaw Proflex -		
9/12/24	2025-107E	82070-100	August	569.79	
			Thomson Reuters -		
9/12/24	2025-107E	10006-100	West		569.79
9/12/24	2025-108E	20200-400	Truist 9/21/24	1,923.60	
9/12/24	2025-108E	10006-100	Truist		1,923.60
9/17/24	2025-109E	10007-100	Gross MLS	15,787.12	
9/17/24	2025-109E	10007-100	Gross Non MLS	8,051.73	
9/17/24	2025-109E	10007-100	Gross Hourly	14,724.49	
			Gross Smart		
9/17/24	2025-109E	10007-100	Beginnings	1,756.86	
9/17/24	2025-109E	10006-100	ARLS-Payroll		40,320.20
9/26/24	2025-110E	83700-100	Invoice: Amazon 10308	108.29	
9/26/24	2025-110E	81210-100	Invoice: Amazon 10312	1,944.00	
9/26/24	2025-110E	83700-100	Invoice: Amazon 10314	302.51	
9/26/24	2025-110E	85110-100	Invoice: Amazon 10321	183.87	
			Invoice: Amazon		
9/26/24	2025-110E	80070-100	9/16/24	37.02	
9/26/24	2025-110E	10006-100	Amazon.com		2,575.69
9/26/24	2025-111E	70550-600	FC Health Insurance	877.50	
9/26/24	2025-111E	70470-100	ARLS Health Insurance	12,360.00	
			Anthem BlueCross		
9/26/24	2025-111E	10006-100	BlueShield		13,237.50
			Medicare Retirees		
9/26/24	2025-112E	70470-100	Health Insurance	654.00	
			Anthem BlueCross		
9/26/24	2025-112E	10006-100	BlueShield		654.00
			Retirees Health		
9/26/24	2025-113E	70470-100	Insurance	900.00	

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9/26/24	2025-113E	10006-100	Anthem BlueCross BlueShield		900.00
9/26/24	2025-114E	80020-100	Invoice: 5019083368	36.80	
9/26/24	2025-114E	80250-100	Invoice: 5019084662	29.12	
9/26/24	2025-114E	80020-100	Invoice: 5019102842	1,286.84	
9/26/24	2025-114E	80020-100	Invoice: 50109102841	45.87	
9/26/24	2025-114E	80020-100	Invoice: 5019120953	44.48	
9/26/24	2025-114E	80020-100	Invoice: 5019120954	219.15	
9/26/24	2025-114E	10006-100	Baker & Taylor		1,662.26
9/26/24	2025-115E	80460-100	Invoice: 2168324	254.10	
9/26/24	2025-115E	10006-100	Blackstone Publishing		254.10
9/26/24	2025-116E	82600-460	#8299 60 020 0107829 Internet - Rohoic	309.07	
9/26/24	2025-116E	10006-100	Comcast Communications		309.07
9/26/24	2025-117E	84100-420	#8299 60 020 0108397 Comcast	309.07	
9/26/24	2025-117E	10006-100	Communications		309.07
9/26/24	2025-118E	80600-100	Tape and Labels	275.33	
9/26/24	2025-118E	10006-100	DEMCO, Inc.		275.33
9/26/24	2025-119E	84000-410	Utilities - Carson	180.48	
9/26/24	2025-119E	10006-100	Dominion Energy Virginia		180.48
9/26/24	2025-120E	80500-100	Leaning Express 10/1/24 to 9/30/2025	3,081.75	
9/26/24	2025-120E	10006-100	EBSCO Information Services		3,081.75
9/26/24	2025-121E	84900-200	Relocation of Alarm Panel	2,214.29	
9/26/24	2025-121E	10006-100	Harris Technology Services, Inc,		2,214.29
9/26/24	2025-122E	83700-100	Lanyards - 75 ct	275.63	
9/26/24	2025-122E	10006-100	IDville		275.63
9/26/24	2025-123E	80210-100	Invoice: 63099374	53.24	
9/26/24	2025-123E	80210-100	Invoice: 63099375	47.91	
9/26/24	2025-123E	80210-100	Invoice: 63097954	33.90	
9/26/24	2025-123E	80210-100	Invoice: 63099376	83.63	
9/26/24	2025-123E	80210-100	Invoice: 63099377	51.18	

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9/26/24	2025-123E	80025-100	Invoice: 60388209	1,762.98	
9/26/24	2025-123E	80210-100	Invoice: 60388208	17.12	
9/26/24	2025-123E	80210-100	Invoice: 60388207	67.89	
9/26/24	2025-123E	80210-100	Invoice: 63100843	56.50	
9/26/24	2025-123E	80210-100	Invoice: 67743987	53.18	
9/26/24	2025-123E	80210-100	Invoice: 67743988	36.28	
9/26/24	2025-123E	80260-100	Invoice: 60389928	21.84	
9/26/24	2025-123E	80210-100	Invoice: 60389929	21.58	
9/26/24	2025-123E	80025-100	Invoice: 60389930	167.85	
9/26/24	2025-123E	80025-100	Invoice: 67743990	51.18	
9/26/24	2025-123E	80230-100	Invoice: 63104009	22.22	
9/26/24	2025-123E	80230-100	Invoice: 63104005	48.07	
9/26/24	2025-123E	80230-100	Invoice: 63104004	31.71	
9/26/24	2025-123E	80200-100	Invoice: 63104007	18.74	
9/26/24	2025-123E	80200-100	Invoice: 63104006	26.98	
9/26/24	2025-123E	80210-100	Invoice: 63104003	36.12	
9/26/24	2025-123E	80210-100	Invoice: 63104008	51.18	
9/26/24	2025-123E	80230-100	Invoice: 63105714	22.84	
9/26/24	2025-123E	80230-100	Invoice: 63105715	23.30	
9/26/24	2025-123E	80230-100	Invoice: 63105716	7.18	
9/26/24	2025-123E	80230-100	Invoice: 63105719	7.18	
9/26/24	2025-123E	80200-100	Invoice: 63105717	10.57	
9/26/24	2025-123E	80200-100	Invoice: 63105718	40.62	
9/26/24	2025-123E	80260-100	Invoice: 63105713	33.02	
9/26/24	2025-123E	80210-100	Invoice: 63105712	36.12	
9/26/24	2025-123E	80210-100	Invoice: 60393557	23.58	
9/26/24	2025-123E	80210-100	Invoice: 60393558	34.12	
9/26/24	2025-123E	80025-100	Invoice: 60393559	226.02	
9/26/24	2025-123E	10006-100	Ingram Library Services		3,225.83
9/26/24	2025-124E	80405-100	Invoice: 505964272	27.08	
9/26/24	2025-124E	80410-100	Invoice: 505964274	80.80	
9/26/24	2025-124E	80410-100	Invoice: 506001076	43.08	
9/26/24	2025-124E	80405-100	Invoice: 506001078	419.93	
9/26/24	2025-124E	80440-100	Invoice: 506027438	469.21	
9/26/24	2025-124E	80405-100	Invoice: 506027435	30.22	
9/26/24	2025-124E	80405-100	Invoice: 506027437	246.52	
9/26/24	2025-124E	80410-100	Invoice: 506060615	78.66	
9/26/24	2025-124E	80440-100	Invoice: 506060618	374.93	
9/26/24	2025-124E	80405-100	Invoice: 506060617	94.66	
9/26/24	2025-124E	10006-100	Midwest Tape Quarterly Postage		1,865.09
9/26/24	2025-125E	84700-100	Meter	354.15	
9/26/24	2025-125E	10006-100	Pitney Bowes Global Financial Services		354.15
9/26/24	2025-126E	80500-100	Ancestry, Fold, Heritage FY25	5,737.48	
9/26/24	2025-126E	10006-100	Proquest LLC		5,737.48

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9/26/24	2025-127E	82600-200	Mobile Internet	758.66	
9/26/24	2025-127E	81210-100	Hotspots	3,778.16	
9/26/24	2025-127E	10006-100	T-Mobile		4,536.82
9/26/24	2025-128E	83700-100	Binder Clips, Toner	44.69	
9/26/24	2025-128E	84810-100	Lysol Cleaner	53.02	
9/26/24	2025-128E	10006-100	Quill LLC		97.71
9/30/24	2025-129E	10007-100	Gross MLS	15,814.18	
9/30/24	2025-129E	10007-100	Gross Non MLS	8,132.79	
9/30/24	2025-129E	10007-100	Gross Hourly	15,741.07	
			Gross Smart		
9/30/24	2025-129E	10007-100	Beginnings	1,756.86	
9/30/24	2025-129E	10006-100	ARLS-Payroll		41,444.90
9/3/24	2025-89E	10007-100	Gross MLS	15,833.97	
9/3/24	2025-89E	10007-100	Gross Non MLS	7,086.04	
9/3/24	2025-89E	10007-100	Gross Hourly	15,782.83	
			Gross Smart		
9/3/24	2025-89E	10007-100	Beginnings	1,756.86	
9/3/24	2025-89E	10006-100	ARLS-Payroll		40,459.70
9/3/24	2025-90E	81210-200	Security Cameras	1,332.00	
			Huntington Technology		
9/3/24	2025-90E	10006-100	Finance		1,332.00
9/12/24	2025-91E	84810-100	Invoice: Amazon 10219	102.62	
9/12/24	2025-91E	85110-100	Invoice: Amazon 10216	411.74	
			Invoice: Amazon		
9/12/24	2025-91E	84810-100	10219R	-37.47	
9/12/24	2025-91E	80600-100	Invoice: Amazon 10300	39.98	
			Invoice: Amazon		
9/12/24	2025-91E	80025-100	8/23/24.1	10.99	
			Invoice: Amazon		
9/12/24	2025-91E	80470-100	8/23/24.1	229.73	
			Invoice: Amazon		
9/12/24	2025-91E	80410-100	8/23/24.1	66.95	
			Invoice: Amazon		
9/12/24	2025-91E	80470-100	8/23/24.2	24.99	
			Invoice: Amazon		
9/12/24	2025-91E	80405-100	8/27/24	129.99	
			Invoice: Amazon		
9/12/24	2025-91E	80015-100	9/3/24	41.98	
			Invoice: 1MTF-XFH6-		
9/12/24	2025-91E	84810-100	1K7J	-38.72	
9/12/24	2025-91E	10006-100	Amazon.com		982.78
9/12/24	2025-92E	80020-100	Invoice: 5019061888	152.47	
9/12/24	2025-92E	10006-100	Baker & Taylor		152.47

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9/12/24	2025-93E	84200-100	Audit on Insurance Policy	210.00	
9/12/24	2025-93E	10006-100	Cincinnati Insurance Co.		210.00
9/12/24	2025-94E	84100-200	#8299 60 017 0205967 Telephone - HQ	250.15	
9/12/24	2025-94E	82600-200	#8299 60 017 0205967 Internet - HQ	469.44	
9/12/24	2025-94E	10006-100	Comcast Communications		719.59
9/12/24	2025-95E	82600-430	#8299 60 019 0107136 Internet - Disputanta	304.07	
9/12/24	2025-95E	10006-100	Comcast Communications		304.07
9/12/24	2025-96E	82600-410	#8299 60 020 0356327 Internet - Carson	309.07	
9/12/24	2025-96E	10006-100	Comcast Communications		309.07
9/12/24	2025-97E	84100-450	#8299 60 019 0106328 Telephone - PG	112.85	
9/12/24	2025-97E	82600-450	#8299 60 019 0106328 Internet - PG	413.00	
9/12/24	2025-97E	10006-100	Comcast Communications		525.85
9/12/24	2025-98E	84100-100	Telephone	156.08	
9/12/24	2025-98E	10006-100	Clearly		156.08
9/12/24	2025-99E	84000-200	Utilities - HQ	15.18	
9/12/24	2025-99E	84000-410	Utilities - Carson	15.18	
9/12/24	2025-99E	84000-480	Utilities - Burrowsville	15.19	
9/12/24	2025-99E	10006-100	Diamond Springs		45.55
9/12/24	44165	85800-100	Business Cards - Devlin, Mauler, Ranes, Nickerson	360.00	
9/12/24	44165	10006-100	BambooInk		360.00
9/12/24	44166	85200-100	Junk Journal Workshop Fee	50.00	
9/12/24	44166	10006-100	Kathy Bowman		50.00
9/12/24	44167	82910-200	Copier - Usage Charge	29.42	
9/12/24	44167	82910-200	Copier - Base Charge	19.07	

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9/12/24	44167	10006-100	Canon Solutions America, Inc.		48.49
9/12/24	44168	83500-420	Rent - Dinwiddie Library	300.00	
9/12/24	44168	83500-440	Rent - McKenney Library	300.00	
9/12/24	44168	83500-460	Rent - Rohoic Library	300.00	
9/12/24	44168	10006-100	County of Dinwiddie Rent - Burrowsville		900.00
9/12/24	44169	83500-480	Library	300.00	
9/12/24	44169	83500-430	Rent - Disputanta Library	150.00	
9/12/24	44169	83500-450	Rent - PG Library	1,200.00	
9/12/24	44169	10006-100	County of Prince George		1,650.00
9/12/24	44170	83810-450	Travel - PG 8/16/24	9.39	
9/12/24	44170	10006-100	Steven Thompson		9.39
9/12/24	44171	83700-200	Command Strips	10.07	
9/12/24	44171	10006-100	Catherine Field		10.07
9/12/24	44172	20500-100	Due to FC - VFHY 9/11/24	17,300.00	
9/12/24	44172	10006-100	First Connections for Early Success		17,300.00
9/12/24	44173	83500-200	Rent - Hopewell Library	3,750.00	
9/12/24	44173	84300-100	Inv #11493 Fuel - All Vehicles	161.99	
9/12/24	44173	10006-100	Hopewell City Treasurer		3,911.99
9/12/24	44174	82700-100	50th Anniversary Invitations	99.00	
9/12/24	44174	10006-100	Johnson Printing Service		99.00
9/12/24	44175	85830-100	E-Rate Services though 6/30/2025	3,718.72	
9/12/24	44175	10006-100	Library of Virginia		3,718.72
9/12/24	44176	84800-200	Janitorial - HQ	4,558.00	
9/12/24	44176	84800-410	Janitorial - Carson	220.00	
9/12/24	44176	84800-420	Janitorial - Dinwiddie	350.00	
9/12/24	44176	84800-430	Janitorial - Disputanta	256.00	
9/12/24	44176	84800-440	Janitorial - McKenney	250.00	
9/12/24	44176	84800-450	Janitorial - PG	1,545.00	
9/12/24	44176	84800-460	Janitorial - Rohoic	220.00	
9/12/24	44176	84800-480	Janitorial - Burrowsville	195.00	

Appomattox Reg Library System
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/12/24	44176	10006-100	MCS Services, Inc.		7,594.00
9/12/24	44177	83700-100	Keys and Key Rings	55.90	
9/12/24	44177	10006-100	McKay Hardware, Inc.		55.90
9/12/24	44178	81410-100	Inv #1158 - Caliban and the Witch:	19.46	
9/12/24	44178		Women, the Body and Primitive Accumulation		
9/12/24	44178	10006-100	Mount Mary University		19.46
9/12/24	44179	84900-450	Monitoring of Alarms - PG	59.00	
9/12/24	44179	84900-200	Monitoring of Alarms - HQ	55.00	
9/12/24	44179	10006-100	Petersburg Alarm Company, Inc.		114.00
9/12/24	44180	84900-410	Grounds Maintenance - Carson	642.50	
9/12/24	44180	84900-410	Cutting Grass and Pruning Shrubs		
9/12/24	44180	10006-100	Virginia Landscapers LLC		642.50
9/12/24	44181	83800-200	Conference Registration - Ranes, Field	44.00	
9/12/24	44181	10006-100	Virginia Library Association		44.00
9/12/24	44182	80260-100	Invoice: 84904477	49.48	
9/12/24	44182	80260-100	Invoice: 84848522	62.97	
9/12/24	44182	80260-100	Invoice: 84847935	77.97	
9/12/24	44182	80260-100	Invoice: 84782408	82.47	
9/12/24	44182	80260-100	Invoice: 84858622	59.18	
9/12/24	44182	80260-100	Invoice: 84781728	101.21	
9/12/24	44182	10006-100	Cengage Learning Inc/Gale		433.28
9/26/24	44183	80260-100	Invoice: 85337095	257.52	
9/26/24	44183	80260-100	Invoice: 85337869	103.46	
9/26/24	44183	80260-100	Invoice: 85363861	101.21	
9/26/24	44183	80260-100	Invoice: 85364407	80.22	
9/26/24	44183	80260-100	Invoice: 85614774	62.97	
9/26/24	44183	80260-100	Invoice: 85632398	24.74	
9/26/24	44183	10006-100	Cengage Learning Inc/Gale		630.12
9/26/24	44184	83810-200	Travel - HQ 9/18/24	23.02	
9/26/24	44184	10006-100	Briana Terry		23.02

Appomattox Reg Library System
Cash Disbursements Journal

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/26/24	44185	85200-100	Chair Yoga 9/4/24, 9/11/24	80.00	
9/26/24	44185	10006-100	Lauren Hannon		80.00
9/26/24	44186	82700-100	Explore - Sept-Nov	1,702.00	
9/26/24	44186	10006-100	Johnson Printing Service		1,702.00
9/26/24	44187	84900-410	Grounds Maintenance - Carson	520.00	
9/26/24	44187	10006-100	Virginia Landscapers LLC		520.00
9/26/24	44188	83700-100	Key Copies, McK, PG, Dinw	44.91	
9/26/24	44188	10006-100	Buckley's Securitysmiths, Inc.		44.91
Total				256,834.57	256,834.57

Appomattox Reg Library System
 Truist CK #2025-108E
 For the Period From Jul 27, 2024 to Aug 26, 2024

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
7/29/24	LOV 10182	83800-100	Workshop - C. Wiegard	30.00	
7/29/24	LOV 10182	20200-400	Library of Virginia		30.00
7/30/24	LOV 10318	83800-450	Workshop - G. Mauler	30.00	
7/30/24	LOV 10318	20200-400	Library of Virginia		30.00
7/31/24	Google 7/31/24	82020-100	Google E-Mail	816.96	
7/31/24	Google 7/31/24	20200-400	Google		816.96
7/31/24	Google 7/31/24.1	82020-100	Google E-Mail - Telecom	12.63	
7/31/24	Google 7/31/24.1	20200-400	Google		12.63
8/1/24	Read 8/1/24	80210-100	Adult Fiction - SO	32.38	
8/1/24	Read 8/1/24	20200-400	Reader Service		32.38
8/6/24	Staples 10192	83700-100	Sharpies, Paper, Pens	161.15	
8/6/24	Staples 10192	20200-400	Staples, Inc.		161.15
8/13/24		82000-100	Software Licenses	29.99	
8/13/24		20200-400	Adobe Indesign		29.99
8/15/24	Hobby 10222	85110-100	Crafts, Jewelry Making	130.89	
8/15/24	Hobby 10222	20200-400	Hobby Lobby		130.89
8/15/24	Post 10205	84700-420	Annual P.O. Box Rental	266.00	
8/15/24	Post 10205	20200-400	US Postal Service		266.00
8/15/24	Post 10206	84700-440	P.O. Box Annual Rental	110.00	
8/15/24	Post 10206	20200-400	US Postal Service		110.00
8/15/24	Rural 8/15/24	82600-480	Internet - Burrowsville	219.00	
8/15/24	Rural 8/15/24	20200-400	RuralBand		219.00
			Paint,Stencils,Cloths,		
8/21/24	Dollar 10221	85110-100	Baskets	47.70	
8/21/24	Dollar 10221	20200-400	Dollar Tree		47.70
8/21/24	Target 10220	85110-100	Bags, Cleaner, Goo-Gone	36.90	
8/21/24	Target 10220	20200-400	Target		36.90
Total				1,923.60	1,923.60

Appomattox Reg Library System

Amazon

For the Period From Sep 1, 2024 to Sep 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
9/1/24	85110-100	Supplies - Youth Services	Amazon 10216	YS Supplies	411.74	
9/1/24			Amazon 10216	Amazon.com		411.74
9/1/24	84810-100	Supplies - Janitorial	Amazon 10219	Gloves, Lysol Cleaner, Toilet Cleaner	102.62	
9/1/24			Amazon 10219	Amazon.com		102.62
9/1/24	84810-100	Supplies - Janitorial	Amazon 10219R	Refund - Lysol		-37.47
9/1/24			Amazon 10219R	Amazon.com	-37.47	
9/1/24	80600-100	Material Services - Supplies	Amazon 10300	Storage Cases	39.98	
9/1/24			Amazon 10300	Amazon.com		39.98
9/1/24	80025-100	Adult Fiction	Amazon 8/23/24.1	AF	10.99	
9/1/24	80470-100	Video Games	Amazon 8/23/24.1	Video Games	229.73	
9/1/24	80410-100	CDs - Music	Amazon 8/23/24.1	Music CDs	66.95	
9/1/24			Amazon 8/23/24.1	Amazon.com		307.67
9/1/24	80470-100	Video Games	Amazon 8/23/24.2	Video Games	24.99	
9/1/24			Amazon 8/23/24.2	Amazon.com		24.99
9/1/24	80405-100	DVD's	Amazon 8/27/24	DVDs	129.99	
9/1/24			Amazon 8/27/24	Amazon.com		129.99
9/1/24	80015-100	Young Adult-Fiction	Amazon 9/3/24	YA Fiction	41.98	
9/1/24			Amazon 9/3/24	Amazon.com		41.98
9/3/24	84810-100	Supplies - Janitorial	1MTF-XFH6-1K7J	Lysol Toilet Cleaner - Return		-38.72
9/3/24			1MTF-XFH6-1K7J	Amazon.com	-38.72	
			9/12/24	CK #2025-91E		982.78
9/1/24	83700-100	Supplies - Regional	Amazon 10308	First Aid Supplies	108.29	
9/1/24			Amazon 10308	Amazon.com		108.29
9/3/24	81210-100	Computer Hardware- Capita	Amazon 10312	Patron Laptops	1,944.00	
9/3/24			Amazon 10312	Amazon.com		1,944.00
9/4/24	83700-100	Supplies - Regional	Amazon 10314	Supplies for 50th Celebration	302.51	
9/4/24			Amazon 10314	Amazon.com		302.51
9/9/24	85110-100	Supplies - Youth Services	Amazon 10321	Paint, Cont. Paper, Crate	183.87	
9/9/24			Amazon 10321	Amazon.com		183.87
9/16/24	80070-100	Professional Materials - Boo	Amazon 9/16/24	Professional Books	37.02	
9/16/24			Amazon 9/16/24	Amazon.com		37.02
			9/26/24	CK #2025-110E		2,575.69

Appomattox Reg Library System

First Connections

For the Period From Jul 1, 2024 to Sept 30, 2024

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

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/24	Beginning Balance			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		
9/12/24	Payment from FC		5,730.65	
9/30/24	September Salary & Benefits	5,730.65		
9/30/24	Ending Balance			5,730.65

Fund#	EXPENSES 09/30/2024	FY25 Adopted Budget	TOTAL SPENT 7/1/24 - 8/31/24	MONTHLY EXPENSES - 09/2024	TOTAL EXPENSES 09/30/24	PERCENTAGE SPENT	BALANCE	Proposed FY2026 Budget	Percentage Increase or Decrease	Comments
Personnel										
200	MLS Salaries & Wages	\$539,151	\$88,615	\$41,022	\$129,637	24.0%	\$409,514	\$554,623	3%	The proposed budget includes a 4% COLA increase in salaries and wages. However, two of the more senior professional staff retired in FY2024. New staff were hired at lower entry level pay grades based upon the current experience.
201	Non-MLS Salary & Wages	\$729,849	\$105,402	\$53,448	\$158,850	21.8%	\$570,999	\$729,938	0%	The proposed budget includes a 4% COLA increase in salaries and wages. Shifting of staff and turnover keeps the expected costs approximately the same as the current budget.
202	Benefits for Staff/Retirees	\$370,965	\$48,299	\$22,991	\$71,290	19.2%	\$299,675	\$330,000	-11%	Following submission of the FY2025 budget proposal to the jurisdictions and after the April meeting regarding expected costs for Blue Cross Anthem Local Choice, the library made changes to the health insurance coverage offered its employees. The changes result in a reduction of benefit costs for FY2026
Total Personnel		\$1,639,965	\$242,316	\$117,461	\$359,777	21.9%	\$1,280,189	\$1,614,560	-2%	
300	Books & Materials	\$105,000	\$10,421	\$4,161	\$14,582	13.9%	\$90,418	\$108,900	4%	Increase is due to availability and cost associated with best sellers acquired through the lease program.
301	Leased Materials	\$16,000	\$0	\$0	\$0	0.0%	\$16,000	\$18,500	16%	
302	Standing Order Books	\$33,475	\$4,672	\$3,196	\$7,868	23.5%	\$25,607	\$36,560	9%	
303	Print News & Periodicals	\$10,000	\$0	\$0	\$0	0.0%	\$10,000	\$9,000	-10%	
304	Audiovisual Materials	\$32,000	\$2,575	\$2,991	\$5,566	17.4%	\$26,434	\$35,070	10%	
305	Electronic Materials	\$8,000	\$27,031	\$8,819	\$35,850	448.1%	(\$27,850)	\$25,000	213%	The library has acquired new databases in FY2025 and digitized its collection of local
306	Material Services Supplies	\$6,000	\$1,393	\$315	\$1,708	28.5%	\$4,292	\$6,500	8%	
308	Restricted - Donation/Grant	\$200	\$0	\$0	\$0	0.0%	\$200	\$0	0%	
310	Econtent	\$40,000	\$10,885	\$234	\$11,118	27.8%	\$28,882	\$55,000	38%	The library is expanding its downloadable collection acquired through Overdrive/Libby
Total Books & Materials		\$250,675	\$56,976	\$19,715	\$76,692	30.6%	\$173,983	\$294,530	17%	
Capital Expenditures										
400	Library Non-Computer Equip., Furniture & Fixtures	\$90,000	\$1,441	\$247	\$1,688	1.9%	\$88,312	\$80,000	-11%	Arm chairs and other furniture at the Hopewell Library needs replaced or refurbished; replacement of carrel/tables at Hopewell due to damage that cannot be repaired; additional shelving is needed at McKenney; display furniture and furnishings for Prince George Library
401	Computer Hardware	\$65,000	\$2,664	\$7,054	\$9,718	15.0%	\$55,282	\$70,000	8%	Continuation of Technology Replacement Schedule; purchase of digital conversion equipment and 3D printers to create a Makerspace
Total Capital Expenditures		\$155,000	\$4,105	\$7,301	\$11,406	7.4%	\$143,594	\$150,000	-3%	
Contractual										

500	Lyrasis ILL Services	\$3,100	\$0	\$19	\$19	0.6%	\$3,081	\$3,100	0%	
501	Software & Web Based App. Licensing Contracts	\$62,000	\$21,769	\$11,333	\$33,102	53.4%	\$28,898	\$70,000	13%	
502	Audit	\$21,500	\$0	\$0	\$0	0.0%	\$21,500	\$21,500	0%	
503	Cataloging MARC Records	\$3,000	\$2,611	\$0	\$2,611	87.0%	\$389	\$3,000	0%	Change in IT support contractor for a fixed
505	Computer Support/Service Calls	\$70,000	\$28,399	\$6,754	\$35,153	50.2%	\$34,847	\$102,000	46%	monthly charge in place of a hourly billable rate
Fund#	EXPENSES 10/31/2023	Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/24	TOTAL EXPENSES 09/30/24	PERCENTAGE SPENT	BALANCE	Proposed FY2026 Budget	Percentage Increase or Decrease	Comments
507	Telecomm Internet Line Charges	\$40,000	\$6,615	\$2,782	\$9,397	23.5%	\$30,603	\$50,000	25%	The library expects to expand its number of circulating hotspots. New federal regulation will allow reimbursement for some of this costs through the E-Rate program next year.
508	Printing and Publications	\$10,000	\$0	\$1,801	\$1,801	18.0%	\$8,199	\$5,000	-50%	
	Total Contractual	\$209,600	\$59,395	\$22,689	\$82,084	39.2%	\$127,516	\$254,600	21%	
600	Equip. Repair & Maintenance	\$7,000	\$93	\$48	\$141	2.0%	\$6,859	\$7,000	0%	
601	TLC Maintenance Contract	\$16,500	\$16,492	\$0	\$16,492	100.0%	\$8	\$16,500	0%	
602	Facilities and Rent	\$76,650	\$12,600	\$6,300	\$18,900	24.7%	\$57,750	\$76,650	0%	
603	Supplies	\$20,000	\$3,423	\$1,336	\$4,759	23.8%	\$15,241	\$20,000	0%	The library has a limited number of vehicles and staff periodically have to use their own vehicles to travel to branches, programs, and outreaches. The library has not increased its mileage rate in years, still paying 50.5 cents per mile. The current IRS mileage rate is 67 cents per mile. Funds are also allocated for attendance at the VLA and PLA library conferences.
604	Travel / Workshops /Conf. Fees	\$5,000	\$1,531	\$136	\$1,668	33.4%	\$3,332	\$15,000	200%	
605	Training / Education	\$2,000	\$1,410	\$52	\$1,462	73.1%	\$538	\$2,000	0%	
606	Utilities	\$3,750	\$898	\$226	\$1,124	30.0%	\$2,626	\$3,750	0%	
607	Telephone (Voice)	\$13,600	\$1,323	\$901	\$2,224	16.4%	\$11,376	\$13,600	0%	
608	Insurance	\$12,750	\$534	\$210	\$744	5.8%	\$12,006	\$12,750	0%	
609	Vehicle Maintenance & Fuel	\$5,000	\$533	\$162	\$695	13.9%	\$4,305	\$5,000	0%	
610	Job & Contracting Advertising	\$2,500	\$74	\$0	\$74	3.0%	\$2,426	\$2,500	0%	
611	Promotional Advertising	\$5,000	\$2,012	\$0	\$2,012	40.2%	\$2,988	\$3,000	-40%	
612	Organization/Association Dues	\$3,500	\$105	\$0	\$105	3.0%	\$3,395	\$3,500	0%	
613	Postage	\$5,500	\$1,725	\$354	\$2,079	37.8%	\$3,421	\$6,000	9%	
614	Janitorial	\$94,000	\$15,749	\$7,746	\$23,496	25.0%	\$70,504	\$94,000	0%	Continued painting and refreshing or refurbishing of flooring
615	Other Building Maintenance	\$9,000	\$10,824	\$3,491	\$14,315	159.1%	(\$5,315)	\$20,000	122%	

Total Facilities/Maint./Operations Programs/Activities/Other	\$281,750	\$69,326	\$20,964	\$90,290	32.0%	\$191,460	\$-0.00	0%	Comments
700 YS Summer Reading Program	\$7,000	\$0	\$0	\$0	0.0%	\$7,000	\$7,000	0%	
701 YS Programming & Supplies	\$6,000	\$740	\$596	\$1,336	22.3%	\$4,664	\$7,500	25%	
703 Adult Programming & Supplies	\$9,000	\$957	\$162	\$1,120	12.4%	\$7,880	\$9,000	0%	

Fund#	EXPENSES 10/31/2023	FY25 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/24	TOTAL EXPENSES 09/30/23	PERCENTAGE SPENT	BALANCE	Proposed FY2026 Budget	Percentage Increase or Decrease	Comments
704 Local History Collection/Progs.		\$350	\$0	\$0	\$0	0.0%	\$350	\$1,000	186%	Subscription to additional genealogy database access for staff.
705 Reserve		\$5,000	\$0	\$0	\$0	0.0%	\$5,000	\$20,000	300%	
709 Misc. Professional Serv. & Other		\$11,769	\$881	\$5,374	\$6,255	53.1%	\$5,514	\$20,555	75%	
Total Programs/Activ./Other		\$39,119	\$2,578	\$6,132	\$8,710	22.3%	\$30,409	\$65,055	66%	
GRAND TOTALS		\$2,576,109	\$434,697	\$194,262	\$628,959	24.4%	\$1,947,150	\$2,679,995	4%	