

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

December 11, 2024

Hopewell Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

December 11, 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 – October 16, 2024

Statistical Report – dated December 11, 2024

Financial Report – dated December 11, 2024

Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Draft FY2026 Budget and submission to jurisdictions
- R3.** FY2025 Report on Long Range Plan progress
- R4.** Unattended Child Policy
- R5.** Civic groups using library meeting spaces
- R6.** Annual January Food Drive
- R7.** Annual Holiday Gathering – December 13

Committee Reports:

Finance Committee

New Business:

Approval of FY2026 to be submitted to local Jurisdictions

Unfinished Business:

Unattended Child Policy

Adjournment

Next meeting on January 15, 2025 at 1:00 pm at the Eastside Enhancement Center (Rohoic Library)

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of October 16, 2024**

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, October 16, 2024, at the Prince George Library located at 6605 Courts Drive, Prince George, Virginia. Vice Chair Dr. Sandra E. Ruffin called the meeting to order at 1 p.m.

Trustees present:

Dinwiddie County: Dr. Sandra E. Ruffin, Vice Chair; Hopewell City: Mr. William Stewart and Larry Pankey; and Prince George County: Ms. Angela Bennett and Ms. Danielle Roache.

Trustees absent: Dinwiddie County: Ms. Randi Hawkins, Chairperson and Ms. Schneria Valentine; Prince George: Amanda Binford and Hopewell City: a vacant Board position continues in Hopewell.

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

Approval of Agenda and Consent Agenda:

Ms. Bennett moved to approve the agenda, seconded by Ms. Roache, and the motion was carried.

Ms. Roache moved to approve the Consent Agenda, seconded by Ms. Bennett, and the motion was carried.

Communications: None

Citizen Comments: None

Report of Library Director:

R1. There is a part-time position vacancy for an Outreach and Delivery Driver.

R2. The FY2024 on Long Range Plan is on track to meeting its objectives. A committee made up of professional library staff is working on developing a new Long Range Plan to go into effect after the current Long Range Plan expires.

R3. The Unattended Child Policy has been tabled for the next meeting.

R4. The draft budget for FY2026 is available. There is discussion regarding including longevity stipends for employees.

Committee reports: None

New Business: None

Unfinished Business: None

Adjournment:

The next meeting will be held on December 11, 2024, at the Hopewell Library at 209 East Cawson Street, Hopewell, Virginia.

With no further discussion, Ms. Bennett moved to adjourn, Mr. Stewart seconded, and the motion was carried. The Vice Chair adjourned the meeting at 2:15 p.m.

**Statistical Report
December 11, 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 CHANGE 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 | 439 | 399 | 360 | 330 | 417 | 299 | 344 | 369 | 310 | 297 | 4,442 | | |
| | FY25 | 462 | 504 | 379 | 466 | 388 | | | | | | | | | 2,199 | 8% |
| Carson Depot | FY21 | 7,346 | 4,776 | 4,591 | 469 | 509 | 521 | 595 | 621 | 749 | 705 | 716 | 699 | 22,297 | | |
| | FY22 | 823 | 958 | 873 | 936 | 660 | 665 | 666 | 731 | 635 | 711 | 607 | 735 | 9,000 | | |
| | FY23 | 766 | 863 | 849 | 732 | 539 | 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 | 670 | 629 | | | | | | | | | 3,733 | -5% |
| Dirwiddie | 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 | 1,879 | 1,418 | | | | | | | | | 8,484 | -2% |
| 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 | 668 | 682 | 706 | 658 | 477 | 514 | 501 | 533 | 675 | 662 | 800 | 7,174 | | |
| | FY25 | 641 | 658 | 447 | 428 | 300 | | | | | | | | | 2,474 | -39% |
| 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 | 9,608 | 7,469 | | | | | | | | | 46,977 | -2% |

**Statistical Report
December 11, 2024**

| Location | FY | Month | | | | | | | | | | | | Total | FY24 |
|----------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|------|
| | | JUL | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | | |
| 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 | 1,136 | 956 | | | | | | | | 5,843 | -16% |

% of Chg
by
from
FY24

| | | | | | | | | | | | | | | | |
|---------------|------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|-----|
| 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 | 9,081 | 7,159 | | | | | | | | 44,966 | 76% |

| | | | | | | | | | | | | | | | |
|--------|------|-------|-------|-------|-------|-------|-----|-------|-------|-------|-------|-------|-------|--------|------|
| Rohoic | FY21 | 7 | 95 | 40 | 69 | 46 | 86 | 116 | 194 | 256 | 207 | 251 | 323 | 1,690 | |
| | FY22 | 568 | 595 | 539 | 789 | 616 | 626 | 883 | 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 | 1,130 | 935 | | | | | | | | 5,568 | -25% |

| | | | | | | | | | | | | | | | |
|----------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|-----|
| Econtent | FY21 | 1,969 | 1,986 | 1,859 | 1,813 | 2,141 | 1,757 | 2,013 | 2,104 | 1,985 | 1,796 | 1,976 | 1,943 | 23,342 | |
| | FY22 | 1,854 | 2,101 | 1,860 | 1,686 | 1,725 | 1,586 | 1,825 | 1,845 | 1,869 | 1,635 | 2,246 | 1,865 | 22,097 | |
| | FY23 | 1,872 | 2,213 | 1,782 | 1,861 | 1,871 | 1,629 | 1,967 | 1,833 | 2,062 | 2,169 | 2,281 | 1,893 | 23,433 | |
| | FY24 | 2,283 | 2,358 | 2,028 | 2,157 | 2,270 | 2,275 | 2,282 | 2,601 | 2,813 | 2,581 | 2,655 | 2,698 | 29,001 | |
| | FY25 | 2,903 | 3,055 | 2,840 | 2,853 | 2,731 | | | | | | | | 14,382 | 20% |

| | | | | | | | | | | | | | | | |
|--------------|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|-----|
| ARLIS 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 | 27,251 | 21,985 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 134,626 | 13% |

Statistical Report
December 11, 2024

| PATRON VISITS | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
|-----------------------|---------------|---------------|---------------|---------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------------|
| FY2025 | | | | | | | | | | | | | |
| Burrowsville | 227 | 154 | 103 | 158 | 109 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 751 |
| Carson Depot | 181 | 211 | 181 | 169 | 123 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 865 |
| Dinwiddie | 605 | 527 | 511 | 622 | 404 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,669 |
| Disputanta | 175 | 177 | 133 | 116 | 94 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 695 |
| Hopewell | 15,205 | 13,781 | 12,320 | 13,998 | 9,979 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 65,283 |
| Mckeeney | 406 | 398 | 382 | 374 | 305 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,865 |
| Prince George | 6,018 | 5,899 | 5,409 | 5,415 | 4,092 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 26,833 |
| Roboic | 419 | 415 | 476 | 454 | 277 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,041 |
| TOTAL | 23,236 | 21,562 | 19,515 | 21,306 | 15,383 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 101,002 |
| MISC TRANSACTIONS | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
| Meetings | 178 | 144 | 146 | 162 | 114 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 744 |
| Meeting Room Users | 1,055 | 892 | 456 | 870 | 787 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,060 |
| Book Group | 8 | 7 | 16 | 16 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 58 |
| Adult Program** | 576 | 716 | 413 | 617 | 257 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,579 |
| Non-SRP Child Program | 0 | 0 | 285 | 1,341 | 839 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,465 |
| Non-SRP Teen Program | 0 | 0 | 20 | 29 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 57 |
| Storytime | 427 | 465 | 540 | 603 | 285 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,320 |
| 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 | 940 | 649 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,719 |
| Notary Services | 64 | 66 | 39 | 34 | 28 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 231 |
| Database Usage | 1,645 | 2,364 | 450 | 590 | 668 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,717 |
| TOTALS | 6,754 | 7,366 | 2,538 | 5,202 | 3,646 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,506 |

**Includes online programming

Statistical Report
December 11, 2024

| REFERENCE QUESTIONS - FY2025 | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
|------------------------------|--------------|--------------|--------------|--------------|--------------|------------|------------|------------|------------|------------|------------|------------|---------------|
| Burrowsville | 42 | 49 | 38 | 55 | 33 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 217 |
| Carson Depot | 72 | 36 | 61 | 56 | 81 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 306 |
| Dinwiddie | 209 | 190 | 192 | 191 | 123 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 905 |
| Disputanta | 58 | 63 | 43 | 28 | 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 224 |
| Hopewell | 1,566 | 1,484 | 1,580 | 2,050 | 1,261 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,941 |
| McKenney | 145 | 142 | 132 | 141 | 137 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 697 |
| Prince George | 935 | 1,088 | 890 | 932 | 717 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,562 |
| Rohoic | 146 | 127 | 120 | 103 | 84 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 580 |
| TOTALS | 3,173 | 3,179 | 3,056 | 3,556 | 2,468 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15,432 |
| Computer Use | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
| Burrowsville Workstation | 11 | 8 | 6 | 13 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 44 |
| WIFI | 13 | 13 | 20 | 22 | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 82 |
| Carson Depot Workstation | 25 | 23 | 28 | 28 | 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 126 |
| WIFI | 30 | 33 | 38 | 30 | 34 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 165 |
| Dinwiddie Workstation | 57 | 42 | 49 | 85 | 55 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 288 |
| WIFI | 34 | 38 | 26 | 42 | 44 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 184 |
| Disputanta Workstation | 39 | 59 | 58 | 18 | 28 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 202 |
| WIFI | 98 | 114 | 70 | 46 | 105 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 433 |
| Hopewell Workstation | 1,371 | 1,499 | 1,322 | 1,415 | 1,145 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,752 |
| WIFI | 932 | 934 | 838 | 921 | 631 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,256 |
| McKenney Workstation | 43 | 54 | 44 | 43 | 45 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 229 |
| WIFI | 47 | 43 | 27 | 35 | 29 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 181 |
| Prince George Workstation | 401 | 397 | 336 | 293 | 258 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,685 |
| WIFI | 320 | 324 | 329 | 352 | 239 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,564 |
| Rohoic Workstation | 22 | 14 | 26 | 32 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 107 |
| WIFI | 32 | 29 | 36 | 27 | 29 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 153 |
| TOTALS | 3,475 | 3,624 | 3,253 | 3,402 | 2,697 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16,451 |

Hotspot Circulation

135

119

123

124

96

597

Appomattox Regional Library System

Revenue and Expenses

July 1, 2024 - June 30, 2025

| fund# | Revenue 10/31/24 | Adopted FY2025 Budget | Receipts to | | Total Receipts - 10/31/24 | Percentage Received | Balance Due |
|---------------|----------------------|-----------------------|------------------|--------------------------|---------------------------|---------------------|--------------------|
| | | | Previous Month | Monthly Receipts - 10/24 | | | |
| 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 | \$737,544 | \$184,596 | \$184,596 | \$369,191 | 50.1% | \$368,353 |
| 103 | Dinwiddie | \$352,795 | \$88,309 | \$88,309 | \$176,618 | 50.1% | \$176,177 |
| 104 | Prince George | \$705,050 | \$176,467 | \$176,467 | \$352,934 | 50.1% | \$352,116 |
| 105 | State Funds | \$614,920 | \$168,613 | \$168,613 | \$337,225 | 54.8% | \$277,695 |
| 106 | Lost/Damaged/Fees | \$1,000 | \$1,266 | \$299 | \$1,564 | 156.4% | (\$564) |
| 107 | Copying/Fax Receipts | \$25,000 | \$5,989 | \$1,588 | \$7,578 | 30.3% | \$17,422 |
| 108 | Endowment Funds | \$16,900 | \$0 | \$0 | \$0 | 0.0% | \$16,900 |
| 109 | E-Rate Refunds | \$13,000 | \$26,873 | \$0 | \$26,873 | 206.7% | (\$13,873) |
| 110 | Gifts/Donations | \$1,000 | \$1,160 | \$0 | \$1,160 | 116.0% | (\$160) |
| 111 | Grants | \$1,000 | \$0 | \$0 | \$0 | 0.0% | \$1,000 |
| 112 | Other | \$2,700 | \$1,097 | \$91 | \$1,188 | 44.0% | \$1,512 |
| TOTALS | | \$2,590,909 | \$654,368 | \$619,962 | \$1,274,330 | 49.2% | \$1,316,579 |

| Fund# | EXPENSES 10/31/2024 | FY25 Adopted Budget | TOTAL SPENT TO PREVIOUS MONTH | MONTHLY EXPENSES - 10/24 | TOTAL EXPENSES 10/31/24 | PERCENTAGE SPENT | BALANCE |
|------------------------------------|------------------------------------|---------------------|-------------------------------|--------------------------|-------------------------|------------------|--------------------|
| Personnel | | | | | | | |
| 200 | MLS Salaries & Wages | \$539,151 | \$129,637 | \$61,534 | \$191,171 | 35.5% | \$347,981 |
| 201 | Non-MLS Salary & Wages | \$729,849 | \$158,850 | \$82,855 | \$241,705 | 33.1% | \$488,144 |
| 202 | Benefits for Staff/Retirees | \$370,965 | \$71,290 | \$28,765 | \$100,054 | 27.0% | \$270,911 |
| | Total Personnel | \$1,639,965 | \$359,777 | \$173,153 | \$532,930 | 32.5% | \$1,107,036 |
| Books & Materials | | | | | | | |
| 300 | Books | \$105,000 | \$14,582 | \$5,557 | \$20,138 | 19.2% | \$84,862 |
| 301 | Leased Materials | \$16,000 | \$0 | \$0 | \$0 | 0.0% | \$16,000 |
| 302 | Standing Order Books | \$33,475 | \$7,868 | \$1,977 | \$9,845 | 29.4% | \$23,630 |
| 303 | Print News & Periodicals | \$10,000 | \$0 | \$158 | \$158 | 1.6% | \$9,842 |
| 304 | Audiovisual Materials | \$32,000 | \$5,566 | \$1,498 | \$7,064 | 22.1% | \$24,936 |
| 305 | Electronic Materials | \$8,000 | \$35,850 | \$0 | \$35,850 | 448.1% | (\$27,850) |
| 306 | Material Services Supplies | \$6,000 | \$1,708 | \$0 | \$1,708 | 28.5% | \$4,292 |
| 308 | Restricted - Donation/Grant | \$200 | \$0 | \$0 | \$0 | 0.0% | \$200 |
| 310 | Econtent | \$40,000 | \$11,118 | \$2,087 | \$13,205 | 33.0% | \$26,795 |
| | Total Books & Materials | \$250,675 | \$76,692 | \$11,277 | \$87,968 | 35.1% | \$162,707 |
| Capital Expenditures | | | | | | | |
| Library Non-Computer Equip. | | | | | | | |
| 400 | Furniture & Fixtures | \$90,000 | \$1,688 | \$1,060 | \$2,748 | 3.1% | \$87,252 |
| 401 | Computer Hardware | \$65,000 | \$9,718 | \$2,664 | \$12,382 | 19.0% | \$52,618 |
| | Total Capital Expenditures | \$155,000 | \$11,406 | \$3,724 | \$15,130 | 9.8% | \$139,870 |
| Contractual | | | | | | | |
| 500 Lyasis ILL Services | | | | | | | |
| | Software & Web Based App. | \$3,100 | \$0 | \$19 | \$19 | 0.6% | \$3,081 |
| 501 Licensing Contracts | | | | | | | |
| | 501 | \$62,000 | \$33,102 | \$1,557 | \$34,658 | 55.9% | \$27,342 |
| | 502 | \$21,500 | \$0 | \$0 | \$0 | 0.0% | \$21,500 |
| 503 Cataloging MARC Records | | | | | | | |
| | 503 | \$3,000 | \$2,611 | \$0 | \$2,611 | 87.0% | \$389 |
| 505 Computer Support/Service Calls | | | | | | | |
| | 505 | \$70,000 | \$35,153 | \$9,130 | \$44,283 | 63.3% | \$25,717 |

| Fund# | EXPENSES 10/31/2024 | FY25 Adopted Budget | TOTAL SPENT TO PREVIOUS MONTH | MONTHLY EXPENSES - 10/24 | TOTAL EXPENSES 10/31/24 | PERCENTAGE SPENT | BALANCE |
|-------|-------------------------------------|---------------------|-------------------------------|--------------------------|-------------------------|------------------|------------------|
| 507 | Telecomm Internet Line Charges | \$40,000 | \$9,397 | \$3,575 | \$12,972 | 32.4% | \$27,028 |
| 508 | Printing and Publications | \$10,000 | \$35 | \$1,801 | \$1,836 | 18.4% | \$8,164 |
| | Total Contractual | \$209,600 | \$80,298 | \$16,082 | \$96,380 | 46.0% | \$113,220 |
| | Facilities/Maint./Operations | | | | | | |
| 600 | Equip. Repair & Maintenance | \$7,000 | \$141 | \$1,340 | \$1,481 | 21.2% | \$5,519 |
| 601 | TLC Maintenance Contract | \$16,500 | \$16,492 | \$0 | \$16,492 | 100.0% | \$8 |
| 602 | Facilities and Rent | \$76,650 | \$18,900 | \$6,300 | \$25,200 | 32.9% | \$51,450 |
| 603 | Supplies | \$20,000 | \$4,759 | \$2,617 | \$7,376 | 36.9% | \$12,624 |
| 604 | Travel / Workshops /Conf. Fees | \$5,000 | \$1,668 | \$847 | \$2,515 | 50.3% | \$2,485 |
| 605 | Training / Education | \$2,000 | \$1,462 | \$0 | \$1,462 | 73.1% | \$538 |
| 606 | Utilities | \$3,750 | \$1,124 | \$88 | \$1,212 | 32.3% | \$2,538 |
| 607 | Telephone (Voice) | \$13,600 | \$2,224 | \$645 | \$2,870 | 21.1% | \$10,730 |
| 608 | Insurance | \$12,750 | \$744 | \$0 | \$744 | 5.8% | \$12,006 |
| 609 | Vehicle Maintenance & Fuel | \$5,000 | \$695 | \$0 | \$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 | \$300 | \$2,312 | 46.2% | \$2,688 |
| 612 | Organization/Association Dues | \$3,500 | \$105 | \$0 | \$105 | 3.0% | \$3,395 |
| 613 | Postage | \$5,500 | \$2,079 | \$604 | \$2,683 | 48.8% | \$2,817 |
| 614 | Janitorial | \$94,000 | \$23,552 | \$8,097 | \$31,648 | 33.7% | \$62,352 |
| 615 | Other Building Maintenance | \$9,000 | \$14,315 | \$334 | \$14,649 | 162.8% | (\$5,649) |
| | Total | \$281,750 | \$90,346 | \$21,172 | \$111,517 | 39.6% | \$170,233 |
| | 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 | \$1,336 | \$918 | \$2,254 | 37.6% | \$3,746 |
| 703 | Adult Programming & Supplies | \$9,000 | \$1,120 | \$525 | \$1,644 | 18.3% | \$7,356 |

| Fund# | EXPENSES 10/31/2024 | FY25 Adopted Budget | TOTAL SPENT TO PREVIOUS MONTH | MONTHLY EXPENSES - 10/24 | TOTAL EXPENSES 10/31/24 | PERCENTAGE SPENT | BALANCE |
|--------------------------------------|---------------------|---------------------|-------------------------------|--------------------------|-------------------------|------------------|-------------|
| 704 Local History Collection/Progs. | | \$350 | \$0 | \$0 | \$0 | 0.0% | \$350 |
| 705 Reserve | | \$5,000 | \$0 | \$0 | \$0 | 0.0% | \$5,000 |
| 709 Misc. Professional Serv. & Other | | \$11,769 | \$6,255 | \$1,394 | \$7,649 | 65.0% | \$4,120 |
| Total Programs/Activ./Other | | \$39,119 | \$8,710 | \$2,837 | \$11,548 | 29.5% | \$27,572 |
| GRAND TOTALS | | \$2,576,109 | \$627,229 | \$228,245 | \$855,473 | 33.2% | \$1,720,636 |

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

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|-----------|------------|-------------------------|--------------|---------------|
| 10/3/24 | 200797 | 21000-100 | Federal Taxes Withheld | 3,142.55 | |
| | | | Social Security Taxes | | |
| 10/3/24 | 200797 | 22000-100 | Withheld | 3,075.98 | |
| 10/3/24 | 200797 | 22000-100 | FC Social Security | 134.28 | |
| 10/3/24 | 200797 | 22000-100 | ARLS Social Security | 2,941.70 | |
| 10/3/24 | 200797 | 23000-100 | Medicare Taxes Withheld | 719.36 | |
| 10/3/24 | 200797 | 23000-100 | FC Medicare Taxes | 31.40 | |
| 10/3/24 | 200797 | 23000-100 | ARLS Medicare | 687.96 | |
| | | | Electronic Federal Tax | | |
| 10/3/24 | 200797 | 10006-100 | Payment | | 10,733.23 |
| 10/17/24 | 200798 | 21000-100 | Federal Taxes Withheld | 3,245.93 | |
| | | | Social Security Taxes | | |
| 10/17/24 | 200798 | 22000-100 | Withheld | 3,008.48 | |
| 10/17/24 | 200798 | 22000-100 | FC Social Security | 134.28 | |
| 10/17/24 | 200798 | 22000-100 | ARLS Social Security | 2,874.20 | |
| 10/17/24 | 200798 | 23000-100 | Medicare Taxes Withheld | 703.57 | |
| 10/17/24 | 200798 | 23000-100 | FC Medicare Taxes | 31.40 | |
| 10/17/24 | 200798 | 23000-100 | ARLS Medicare | 672.17 | |
| | | | Electronic Federal Tax | | |
| 10/17/24 | 200798 | 10006-100 | Payment | | 10,670.03 |
| 10/31/24 | 200799 | 21000-100 | Federal Taxes Withheld | 3,484.69 | |
| | | | Social Security Taxes | | |
| 10/31/24 | 200799 | 22000-100 | Withheld | 3,143.91 | |
| 10/31/24 | 200799 | 22000-100 | FC Social Security | 137.12 | |
| 10/31/24 | 200799 | 22000-100 | ARLS Social Security | 3,006.79 | |
| 10/31/24 | 200799 | 23000-100 | Medicare Taxes Withheld | 735.29 | |
| 10/31/24 | 200799 | 23000-100 | FC Medicare Taxes | 32.07 | |
| 10/31/24 | 200799 | 23000-100 | ARLS Medicare | 703.22 | |
| | | | Electronic Federal Tax | | |
| 10/31/24 | 200799 | 10006-100 | Payment | | 11,243.09 |
| 10/31/24 | 2012-1006 | 27000-400 | EZ Link Withheld | 554.34 | |
| 10/31/24 | 2012-1006 | 10006-100 | Treasurer of Virginia | | 554.34 |
| 10/3/24 | 2013-1000 | 27000-300 | EZ Link Withheld | 236.37 | |
| 10/3/24 | 2013-1000 | 70460-100 | EZ Link Retirement | 607.41 | |
| 10/3/24 | 2013-1000 | 10006-100 | Treasurer of Virginia | | 843.78 |
| 10/8/24 | 2013-1001 | 70540-600 | FC Life Insurance | 56.54 | |
| 10/8/24 | 2013-1001 | 70540-600 | FC VRS Retirement | 42.17 | |
| 10/8/24 | 2013-1001 | 27000-200 | VRS Withheld | 3,056.60 | |
| 10/8/24 | 2013-1001 | 70460-100 | ARLS VRS Insurance | 785.67 | |
| 10/8/24 | 2013-1001 | 70460-100 | ARLS VRS Retirement | 964.87 | |
| 10/8/24 | 2013-1001 | 10006-100 | Treasurer of Virginia | | 4,905.85 |
| 10/17/24 | 2013-1003 | 27000-300 | EZ Link Withheld | 236.37 | |
| 10/17/24 | 2013-1003 | 70460-100 | Ez Link Retirement | 607.41 | |
| 10/17/24 | 2013-1003 | 10006-100 | Treasurer of Virginia | | 843.78 |
| 10/17/24 | 2013-1004 | 27000-400 | EZ Link Voluntary | 554.34 | |
| 10/17/24 | 2013-1004 | 10006-100 | Treasurer of Virginia | | 554.34 |
| 10/31/24 | 2013-1007 | 27000-300 | EZ Link Withheld | 236.37 | |
| 10/31/24 | 2013-1007 | 70460-100 | Ez Link Retirement | 607.41 | |

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

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

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|----------|-----------|------------|----------------------------|--------------|---------------|
| 10/31/24 | 2013-1007 | 10006-100 | Treasurer of Virginia | | 843.78 |
| 10/3/24 | 2013-999 | 27000-400 | EZ Link Voluntary | 554.34 | |
| 10/3/24 | 2013-999 | 10006-100 | Treasurer of Virginia | | 554.34 |
| 10/3/24 | 2025-130E | 81210-200 | Security Cameras | 1,332.00 | |
| | | | Huntington Technology | | |
| 10/3/24 | 2025-130E | 10006-100 | Finance | | 1,332.00 |
| 10/10/24 | 2025-131E | 83700-100 | Invoice: Amazon 10335 | 142.51 | |
| 10/10/24 | 2025-131E | 80020-100 | Invoice: Amazon 10/01/24.1 | 11.99 | |
| 10/10/24 | 2025-131E | 80470-100 | Invoice: Amazon 10/01/24.2 | 57.99 | |
| 10/10/24 | 2025-131E | 80470-100 | Invoice: Amazon 10/1/24.3 | 50.88 | |
| 10/10/24 | 2025-131E | 80405-100 | Invoice: Amazon 10/1/24.3 | 13.99 | |
| 10/10/24 | 2025-131E | 83700-100 | Invoice: Amazon 10347 | 111.82 | |
| 10/10/24 | 2025-131E | 81100-200 | Invoice: Amazon 10341 | 179.99 | |
| 10/10/24 | 2025-131E | 10006-100 | Amazon.com | | 569.17 |
| 10/10/24 | 2025-132E | 80020-100 | Invoice: 5019138145 | 53.97 | |
| 10/10/24 | 2025-132E | 80020-100 | Invoice: 5019138144 | 1,253.20 | |
| 10/10/24 | 2025-132E | 80250-100 | Invoice: 5019126467 | 177.74 | |
| 10/10/24 | 2025-132E | 10006-100 | Baker & Taylor | | 1,484.91 |
| 10/10/24 | 2025-133E | 80460-100 | Invoice: 2171061 | 38.94 | |
| 10/10/24 | 2025-133E | 80460-100 | Invoice: 2170540 | 210.19 | |
| 10/10/24 | 2025-133E | 10006-100 | Blackstone Publishing | | 249.13 |
| | | | #8299 60 017 0205967 | | |
| 10/10/24 | 2025-134E | 84100-200 | Telephone - HQ | 250.15 | |
| | | | #8299 60 017 0205967 | | |
| 10/10/24 | 2025-134E | 82600-200 | Internet - HQ | 470.25 | |
| 10/10/24 | 2025-134E | 10006-100 | Comcast Communications | | 720.40 |
| | | | #8299 60 020 0356327 | | |
| 10/10/24 | 2025-135E | 82600-410 | Internet - Carson | 309.07 | |
| 10/10/24 | 2025-135E | 10006-100 | Comcast Communications | | 309.07 |
| | | | #8299 60 019 0106328 | | |
| 10/10/24 | 2025-136E | 84100-450 | Telephone - PG | 112.85 | |
| | | | #8299 60 019 0106328 | | |
| 10/10/24 | 2025-136E | 82600-450 | Internet - PG | 413.30 | |
| 10/10/24 | 2025-136E | 10006-100 | Comcast Communications | | 526.15 |
| | | | #8299 60 021 0013348 | | |
| 10/10/24 | 2025-137E | 84100-440 | Telephone - McKenney | 47.90 | |
| | | | #8299 60 021 0013348 | | |
| 10/10/24 | 2025-137E | 82600-440 | Internet - McKenney | 401.00 | |
| 10/10/24 | 2025-137E | 10006-100 | Comcast Communications | | 448.90 |

Appomattox Reg Library System
Cash Disbursements Journal

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

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|-----------|------------|-------------------------|--------------|---------------|
| | | | #8299 60 019 0107136 | | |
| 10/10/24 | 2025-138E | 82600-430 | Internet - Disputanta | 304.07 | |
| 10/10/24 | 2025-138E | 10006-100 | Comcast Communications | | 304.07 |
| | | | Support Case - Allworx, | | |
| 10/10/24 | 2025-139E | 82470-100 | Firewall Issue | 385.00 | |
| 10/10/24 | 2025-139E | 10006-100 | Connect IT | | 385.00 |
| 10/10/24 | 2025-140E | 84100-100 | Telephone - Regional | 160.46 | |
| 10/10/24 | 2025-140E | 10006-100 | Clearfly | | 160.46 |
| 10/10/24 | 2025-141E | 84000-420 | Utilities - Dinwiddie | 21.93 | |
| 10/10/24 | 2025-141E | 84000-430 | Utilities - Disputanta | 21.92 | |
| 10/10/24 | 2025-141E | 84000-440 | Utilities - McKenney | 21.92 | |
| 10/10/24 | 2025-141E | 84000-450 | Utilities - PG | 21.93 | |
| 10/10/24 | 2025-141E | 10006-100 | Diamond Springs | | 87.70 |
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 67749213 | 104.00 | |
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 67749212 | 16.03 | |
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 67749211 | 21.60 | |
| 10/10/24 | 2025-142E | 80200-100 | Invoice: 67749216 | 14.99 | |
| 10/10/24 | 2025-142E | 80200-100 | Invoice: 67749215 | 14.99 | |
| 10/10/24 | 2025-142E | 80210-100 | Invoice: 63109357 | 49.94 | |
| 10/10/24 | 2025-142E | 80210-100 | Invoice: 63109360 | 34.12 | |
| 10/10/24 | 2025-142E | 80025-100 | Invoice: 63109363 | 64.52 | |
| 10/10/24 | 2025-142E | 80210-100 | Invoice: 63109366 | 50.38 | |
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 63109358 | 64.12 | |
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 63109359 | 14.40 | |
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 63109361 | 11.15 | |
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 63109362 | 39.66 | |
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 63109365 | 7.18 | |
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 63109367 | 37.78 | |
| 10/10/24 | 2025-142E | 80200-100 | Invoice: 60393560 | 11.99 | |
| 10/10/24 | 2025-142E | 80200-100 | Invoice: 63109364 | 26.98 | |
| 10/10/24 | 2025-142E | 80210-100 | Invoice: 60397985 | 36.12 | |
| 10/10/24 | 2025-142E | 80210-100 | Invoice: 60397986 | 47.12 | |
| 10/10/24 | 2025-142E | 80210-100 | Invoice: 60397987 | 19.84 | |
| 10/10/24 | 2025-142E | 80210-100 | Invoice: 60397988 | 139.68 | |
| 10/10/24 | 2025-142E | 80025-100 | Invoice: 67749214 | 95.85 | |
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 63111926 | 7.18 | |
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 63111925 | 10.61 | |
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 63111922 | 107.39 | |
| 10/10/24 | 2025-142E | 80200-100 | Invoice: 63111923 | 10.57 | |
| 10/10/24 | 2025-142E | 80038-100 | Invoice: 67751834 | 21.14 | |
| 10/10/24 | 2025-142E | 80010-100 | Invoice: 67751837 | 141.87 | |
| 10/10/24 | 2025-142E | 80015-100 | Invoice: 67751836 | 21.58 | |
| 10/10/24 | 2025-142E | 80010-100 | Invoice: 67751838 | 348.83 | |
| 10/10/24 | 2025-142E | 80030-100 | Invoice: 67751832 | 49.22 | |
| 10/10/24 | 2025-142E | 80015-100 | Invoice: 67751835 | 40.42 | |
| 10/10/24 | 2025-142E | 80200-100 | Invoice: 67751839 | 48.72 | |
| 10/10/24 | 2025-142E | 80038-100 | Invoice: 67751833 | 32.34 | |

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

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|-----------|------------|----------------------------------|--------------|---------------|
| 10/10/24 | 2025-142E | 80230-100 | Invoice: 63112862 | 11.15 | |
| 10/10/24 | 2025-142E | 80038-100 | Invoice: 63112863 | 12.57 | |
| 10/10/24 | 2025-142E | 80015-100 | Invoice: 63112864 | 30.72 | |
| 10/10/24 | 2025-142E | 80010-100 | Invoice: 63112865 | 79.05 | |
| 10/10/24 | 2025-142E | 80010-100 | Invoice: 63112866 | 32.37 | |
| 10/10/24 | 2025-142E | 10006-100 | Ingram Library Services | | 1,928.17 |
| 10/10/24 | 2025-143E | 80405-100 | Invoice: 506098987 | 85.62 | |
| 10/10/24 | 2025-143E | 80440-100 | Invoice: 506098984 | 112.77 | |
| 10/10/24 | 2025-143E | 80410-100 | Invoice: 506098985 | 181.82 | |
| 10/10/24 | 2025-143E | 81000-300 | Invoice: 506124090 | 2,087.14 | |
| 10/10/24 | 2025-143E | 10006-100 | Midwest Tape | | 2,467.35 |
| 10/10/24 | 2025-144E | 81100-100 | Battery Backup | 880.00 | |
| 10/10/24 | 2025-144E | 82460-100 | Labor & Installation | 350.00 | |
| 10/10/24 | 2025-144E | 10006-100 | Orion Network Solutions LLC | | 1,230.00 |
| 10/10/24 | 2025-145E | 83700-100 | Paper, Graph Paper, Band-aids | 201.42 | |
| 10/10/24 | 2025-145E | 10006-100 | Quill LLC | | 201.42 |
| 10/10/24 | 2025-146E | 20200-200 | Sam's 10/8/24 | 511.64 | |
| 10/10/24 | 2025-146E | 10006-100 | Sam's Club Direct | | 511.64 |
| 10/10/24 | 2025-147E | 85850-100 | Monthly Shredding | 171.68 | |
| 10/10/24 | 2025-147E | 10006-100 | Shred-It USA LLC | | 171.68 |
| 10/10/24 | 2025-148E | 82070-100 | Westlaw Proflex - September | 569.79 | |
| 10/10/24 | 2025-148E | 10006-100 | Thomson Reuters - West | | 569.79 |
| 10/10/24 | 2025-149E | 20200-400 | Truist 10/22/24 | 4,235.12 | |
| 10/10/24 | 2025-149E | 10006-100 | Truist | | 4,235.12 |
| 10/10/24 | 2025-150E | 82600-200 | Mobile Internet | 840.62 | |
| 10/10/24 | 2025-150E | 10006-100 | T-Mobile | | 840.62 |
| 10/10/24 | 2025-151E | 84900-410 | Grounds Maintenance - Carson | 220.00 | |
| 10/10/24 | 2025-151E | 10006-100 | Virginia Landscapers LLC | | 220.00 |
| 10/15/24 | 2025-152E | 10007-100 | Gross MLS | 15,647.04 | |
| 10/15/24 | 2025-152E | 10007-100 | Gross Non MLS | 8,132.79 | |
| 10/15/24 | 2025-152E | 10007-100 | Gross Hourly | 14,799.84 | |
| 10/15/24 | 2025-152E | 10007-100 | Gross Smart Beginnings | 1,756.86 | |
| 10/15/24 | 2025-152E | 10006-100 | ARLS-Payroll | | 40,336.53 |
| 10/14/24 | 2025-153E | 84100-410 | Telephone - Carson | 74.03 | |
| 10/14/24 | 2025-153E | 10006-100 | Granite Telecommunications | | 74.03 |
| 10/28/24 | 2025-154E | 10007-100 | Gross MLS | 15,647.04 | |
| 10/28/24 | 2025-154E | 10007-100 | Gross Non MLS | 8,132.79 | |
| 10/28/24 | 2025-154E | 10007-100 | Gross Hourly | 15,708.05 | |
| 10/28/24 | 2025-154E | 10007-100 | Gross Smart Beginnings | 1,756.86 | |
| 10/28/24 | 2025-154E | 10006-100 | ARLS-Payroll | | 41,244.74 |
| 10/29/24 | 2025-155E | 10007-100 | Gross MLS | 868.45 | |
| 10/29/24 | 2025-155E | 10007-100 | Gross Non MLS | 329.19 | |
| 10/29/24 | 2025-155E | 10007-100 | Gross Smart Beginnings | 110.79 | |

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

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

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|----------|-----------|------------|---|--------------|---------------|
| 10/29/24 | 2025-155E | 10006-100 | ARLS-Payroll | | 1,308.43 |
| 10/31/24 | 2025-156E | 80020-100 | Invoice: Amazon 10/1/24.5 | 69.09 | |
| 10/31/24 | 2025-156E | 85110-100 | Invoice: Amazon 10355 | 47.62 | |
| 10/31/24 | 2025-156E | 80200-100 | Invoice: Amazon 10/2/24 | 11.74 | |
| 10/31/24 | 2025-156E | 83700-450 | Invoice: Amazon 10362 | 247.33 | |
| 10/31/24 | 2025-156E | 84810-100 | Invoice: Amazon 10362 | 158.63 | |
| 10/31/24 | 2025-156E | 83700-100 | Invoice: Amazon 10362 | 14.98 | |
| 10/31/24 | 2025-156E | 83700-200 | Invoice: Amazon 10374 | 49.98 | |
| 10/31/24 | 2025-156E | 84810-100 | Invoice: Amazon 10374 | 47.26 | |
| 10/31/24 | 2025-156E | 80030-100 | Invoice: Amazon 10/16/24 | 57.51 | |
| 10/31/24 | 2025-156E | 80020-100 | Invoice: Amazon 10/16/24 | 22.49 | |
| 10/31/24 | 2025-156E | 10006-100 | Amazon.com | | 726.63 |
| 10/31/24 | 2025-157E | 70470-100 | Medicare Retirees Health Insurance | 654.00 | |
| 10/31/24 | 2025-157E | 10006-100 | Anthem BlueCross BlueShield | | 654.00 |
| 10/31/24 | 2025-158E | 70470-100 | Retirees Health Insurance | 900.00 | |
| 10/31/24 | 2025-158E | 10006-100 | Anthem BlueCross BlueShield | | 900.00 |
| 10/31/24 | 2025-159E | 70550-600 | FC Health Insurance | 877.50 | |
| 10/31/24 | 2025-159E | 70470-100 | ARLS Health Insurance | 12,883.76 | |
| 10/31/24 | 2025-159E | 10006-100 | Anthem BlueCross BlueShield | | 13,761.26 |
| 10/31/24 | 2025-160E | 80020-100 | Invoice: 5019152644 | 1,150.07 | |
| 10/31/24 | 2025-160E | 80020-100 | Invoice: 5019152643 | 311.45 | |
| 10/31/24 | 2025-160E | 80020-100 | Invoice: 5019152642 | 16.61 | |
| 10/31/24 | 2025-160E | 80020-100 | Invoice: 5019172406 | 34.08 | |
| 10/31/24 | 2025-160E | 80020-100 | Invoice: 5019172405 | 57.09 | |
| 10/31/24 | 2025-160E | 10006-100 | Baker & Taylor | | 1,569.30 |
| 10/31/24 | 2025-161E | 80460-100 | Invoice: 2172246 | 192.26 | |
| 10/31/24 | 2025-161E | 80460-100 | Invoice: 2174320 | 268.54 | |
| 10/31/24 | 2025-161E | 10006-100 | Blackstone Publishing #8299 60 020 0108397 | | 460.80 |
| 10/31/24 | 2025-162E | 82600-420 | Internet - Dinwiddie | 309.07 | |
| 10/31/24 | 2025-162E | 10006-100 | Comcast Communications #8299 60 020 0107829 | | 309.07 |
| 10/31/24 | 2025-163E | 82600-460 | Internet - Rohoic | 309.07 | |
| 10/31/24 | 2025-163E | 10006-100 | Comcast Communications | | 309.07 |
| 10/31/24 | 2025-164E | 81210-200 | Security Cameras Huntington Technology | 1,332.00 | |
| 10/31/24 | 2025-164E | 10006-100 | Finance | | 1,332.00 |
| 10/31/24 | 2025-165E | 80210-100 | Invoice: 63111924 | 67.16 | |
| 10/31/24 | 2025-165E | 80210-100 | Invoice: 63112867 | 47.01 | |

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

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

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|----------|-----------|------------|----------------------------------|--------------|---------------|
| 10/31/24 | 2025-165E | 80210-100 | Invoice: 63112861 | 22.78 | |
| 10/31/24 | 2025-165E | 80210-100 | Invoice: 63112859 | 38.28 | |
| 10/31/24 | 2025-165E | 80210-100 | Invoice: 63112860 | 34.12 | |
| 10/31/24 | 2025-165E | 80210-100 | Invoice: 63113587 | 47.46 | |
| 10/31/24 | 2025-165E | 80210-100 | Invoice: 63113584 | 90.48 | |
| 10/31/24 | 2025-165E | 80210-100 | Invoice: 63113583 | 36.12 | |
| 10/31/24 | 2025-165E | 80230-100 | Invoice: 63113586 | 22.22 | |
| 10/31/24 | 2025-165E | 80230-100 | Invoice: 63113585 | 11.15 | |
| 10/31/24 | 2025-165E | 80210-100 | Invoice: 63115738 | 72.51 | |
| 10/31/24 | 2025-165E | 80230-100 | Invoice: 63115736 | 76.57 | |
| 10/31/24 | 2025-165E | 80230-100 | Invoice: 63115740 | 21.58 | |
| 10/31/24 | 2025-165E | 80230-100 | Invoice: 63115737 | 34.95 | |
| 10/31/24 | 2025-165E | 80230-100 | Invoice: 63115739 | 7.18 | |
| 10/31/24 | 2025-165E | 80210-100 | Invoice: 60404849 | 39.34 | |
| 10/31/24 | 2025-165E | 80210-100 | Invoice: 60404851 | 65.88 | |
| 10/31/24 | 2025-165E | 80025-100 | Invoice: 60404852 | 1,548.66 | |
| 10/31/24 | 2025-165E | 80210-100 | Invoice: 60404850 | 17.12 | |
| 10/31/24 | 2025-165E | 10006-100 | Ingram Library Services | | 2,300.57 |
| 10/31/24 | 2025-166E | 80405-100 | Invoice: 506134110 | 63.12 | |
| 10/31/24 | 2025-166E | 80410-100 | Invoice: 506166371 | 45.33 | |
| 10/31/24 | 2025-166E | 80405-100 | Invoice: 506166049 | 89.52 | |
| 10/31/24 | 2025-166E | 80410-100 | Invoice: 506194783 | 87.02 | |
| 10/31/24 | 2025-166E | 10006-100 | Midwest Tape | | 284.99 |
| 10/31/24 | 2025-167E | 84700-100 | Postage | 603.75 | |
| 10/31/24 | 2025-167E | 10006-100 | Purchase Power | | 603.75 |
| 10/31/24 | 2025-168 | 20200-200 | Sam's 11/8/4 | 443.55 | |
| 10/31/24 | 2025-168 | 10006-100 | Sam's Club Direct | | 443.55 |
| 10/31/24 | 2025-169 | 83700-100 | HP213X and 64X | 1,133.54 | |
| 10/31/24 | 2025-169 | 10006-100 | TMA Laser Group, Inc. | | 1,133.54 |
| 10/4/24 | 44189 | 85200-100 | October 5 Class | 100.00 | |
| 10/4/24 | 44189 | 10006-100 | Tracy Frye | | 100.00 |
| 10/8/24 | 44190 | 82460-100 | Monthly Billing for September | 8,395.00 | |
| 10/8/24 | 44190 | 10006-100 | Orion Network Solutions LLC | | 8,395.00 |
| 10/10/24 | 44191 | 80260-100 | Invoice: 85614225 | 77.97 | |
| 10/10/24 | 44191 | 10006-100 | Cengage Learning Inc/Gale | | 77.97 |
| 10/10/24 | 44192 | 85100-100 | Show on 11/16/24 | 450.00 | |
| 10/10/24 | 44192 | 10006-100 | Jonathan Austin | | 450.00 |
| 10/10/24 | 44193 | 82900-200 | Copier Base Charge | 19.07 | |
| 10/10/24 | 44193 | 82900-200 | Copier Usage Charge | 38.10 | |
| 10/10/24 | 44193 | 10006-100 | Canon Solutions America, Inc. | | 57.17 |
| 10/10/24 | 44194 | 83500-420 | Rent - Dinwiddie Library | 300.00 | |
| 10/10/24 | 44194 | 83500-440 | Rent - McKenney Library | 300.00 | |
| 10/10/24 | 44194 | 83500-460 | Rent - Rohoic Library | 300.00 | |
| 10/10/24 | 44194 | 10006-100 | County of Dinwiddie | | 900.00 |

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

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|---------|------------|--|--------------|---------------|
| 10/10/24 | 44195 | 83500-450 | Rent - PG Library | 1,200.00 | |
| 10/10/24 | 44195 | 83500-480 | Rent - Burrowsville Library | 300.00 | |
| 10/10/24 | 44195 | 83500-430 | Rent - Disputanta Library | 150.00 | |
| 10/10/24 | 44195 | 10006-100 | County of Prince George | | 1,650.00 |
| 10/10/24 | 44196 | 83810-440 | Travel - McKenney 9/13/24 | 38.00 | |
| 10/10/24 | 44196 | 10006-100 | Cassandra Bland | | 38.00 |
| 10/10/24 | 44197 | 83810-100 | Travel - 9/26/24 | 59.19 | |
| 10/10/24 | 44197 | 10006-100 | Brian Manning | | 59.19 |
| 10/10/24 | 44198 | 83810-200 | Travel - HQ 9/11/24, 9/12/24, 9/19/24 | 67.46 | |
| 10/10/24 | 44198 | 85110-100 | Paper Pinwheels | 36.99 | |
| 10/10/24 | 44198 | 10006-100 | Rija Mughal | | 104.45 |
| 10/10/24 | 44199 | 85110-100 | YS Supplies | 183.54 | |
| 10/10/24 | 44199 | 10006-100 | Sarah Finch | | 183.54 |
| 10/10/24 | 44200 | 20500-100 | VFHY 10/3/24 Payment | 750.00 | |
| 10/10/24 | 44200 | 10006-100 | First Connections for Early Success | | 750.00 |
| 10/10/24 | 44201 | 85200-100 | Chair Yoga, 9/25, 10/2, 10/9 | 120.00 | |
| 10/10/24 | 44201 | 10006-100 | Lauren Hannon | | 120.00 |
| 10/10/24 | 44202 | 83500-200 | Rent - Hopewell Library | 3,750.00 | |
| 10/10/24 | 44202 | 10006-100 | Hopewell City Treasurer | | 3,750.00 |
| 10/10/24 | 44203 | 85200-100 | Yoga - 9/9, 9/16, 9/18, 9/23, 9/30 | 200.00 | |
| 10/10/24 | 44203 | 10006-100 | Sharon Jadrnak | | 200.00 |
| 10/10/24 | 44204 | 82900-200 | Ricoh - 9/7/24 - 9/6/25 | 572.45 | |
| 10/10/24 | 44204 | 82900-200 | Ricoh - Color Copies 6/1 - 9/1/24 | 710.22 | |
| 10/10/24 | 44204 | 10006-100 | Mauck & Company | | 1,282.67 |
| 10/10/24 | 44205 | 84800-200 | Janitorial - HQ | 4,375.68 | |
| 10/10/24 | 44205 | 84800-410 | Janitorial - Carson | 220.00 | |
| 10/10/24 | 44205 | 84800-420 | Janitorial - Dinwiddie | 350.00 | |
| 10/10/24 | 44205 | 84800-430 | Janitorial - Disputanta | 256.00 | |
| 10/10/24 | 44205 | 84800-440 | Janitorial - McKenney | 250.00 | |
| 10/10/24 | 44205 | 84800-450 | Janitorial - PG | 1,483.20 | |
| 10/10/24 | 44205 | 84800-460 | Janitorial - Rohoic | 220.00 | |
| 10/10/24 | 44205 | 84800-480 | Janitorial - Burrowsville | 195.00 | |
| 10/10/24 | 44205 | 10006-100 | MCS Services, Inc. | | 7,349.88 |
| 10/10/24 | 44206 | 85100-100 | Program Fee - 10/19/24 | 200.00 | |
| 10/10/24 | 44206 | 10006-100 | Nana's & Papa's Nest, Inc | | 200.00 |
| 10/10/24 | 44207 | 84900-450 | Monitoring of Alarms - PG | 59.00 | |
| 10/10/24 | 44207 | 84900-200 | Monitoring of Alarms - HQ | 55.00 | |
| 10/10/24 | 44207 | 10006-100 | Petersburg Alarm Company, Inc. | | 114.00 |

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

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|---------|------------|--|-------------------|-------------------|
| 10/10/24 | 44208 | 83810-200 | Travel - HQ 9/28, 10/1, 10/2 | 60.80 | |
| 10/10/24 | 44208 | 10006-100 | Sarah Finch | | 60.80 |
| 10/31/24 | 44210 | 20500-100 | Due to FC - VFHY 10/28/24 | 4,561.00 | |
| 10/31/24 | 44210 | 10006-100 | First Connections for Early Success | | 4,561.00 |
| 10/31/24 | 44211 | 85200-100 | Chair Yoga - 10/16, 10/23 | 80.00 | |
| 10/31/24 | 44211 | 10006-100 | Lauren Hannon | | 80.00 |
| 10/31/24 | 44212 | 84510-100 | Silver Sponser - Wine Tasting Festival | 300.00 | |
| 10/31/24 | 44212 | 10006-100 | Kiwanis Club of Hopewell | | 300.00 |
| 10/31/24 | 44213 | 85820-100 | Refund - Fairy Idol Kanon | 7.99 | |
| 10/31/24 | 44213 | 10006-100 | Joanne Perkinson | | 7.99 |
| | Total | | | <u>199,243.23</u> | <u>199,243.23</u> |

Appomattox Reg Library System

Amazon

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

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

| Date | Account ID | Account Description | Invoice/CM # | Line Description | Debit Amount | Credit Amount |
|----------|------------|---------------------------|-------------------|------------------------|--------------|---------------|
| 10/1/24 | 80020-100 | Adult Non-Fiction | Amazon 10/01/24.1 | ANF | 11.99 | |
| 10/1/24 | | | Amazon 10/01/24.1 | Amazon.com | | 11.99 |
| 10/1/24 | 80470-100 | Video Games | Amazon 10/01/24.2 | Video Games | 57.99 | |
| 10/1/24 | | | Amazon 10/01/24.2 | Amazon.com | | 57.99 |
| 10/1/24 | 80470-100 | Video Games | Amazon 10/1/24.3 | Video Games | 50.88 | |
| 10/1/24 | 80405-100 | DVD's | Amazon 10/1/24.3 | DVDs | 13.99 | |
| 10/1/24 | | | Amazon 10/1/24.3 | Amazon.com | | 64.87 |
| 10/1/24 | 83700-100 | Supplies - Regional | Amazon 10335 | Trash Cans and Ink | 142.51 | |
| 10/1/24 | | | Amazon 10335 | Amazon.com | | 142.51 |
| | | Non-Computer Equip - | | | | |
| 10/1/24 | 81100-200 | HQ | Amazon 10341 | TV for Front Display | 179.99 | |
| 10/1/24 | Cash Basis | | Amazon 10341 | Amazon.com | | 179.99 |
| 10/1/24 | 83700-100 | Supplies - Regional | Amazon 10347 | Cardstock, Legal Pads | 111.82 | |
| 10/1/24 | | | Amazon 10347 | Amazon.com | | 111.82 |
| | | | 10/10/24 | CK #2025-131E | | 569.17 |
| <hr/> | | | | | | |
| 10/1/24 | 80020-100 | Adult Non-Fiction | Amazon 10/1/24.5 | ANF | 69.09 | |
| 10/1/24 | | | Amazon 10/1/24.5 | Amazon.com | | 69.09 |
| | | | | Const. Paper, Planner, | | |
| 10/1/24 | 85110-100 | Supplies - Youth Services | Amazon 10355 | Wipes, Scraper Tool | 47.62 | |
| 10/1/24 | | | Amazon 10355 | Amazon.com | | 47.62 |
| 10/2/24 | 80200-100 | Graphic Novels - SO | Amazon 10/2/24 | GNSO | 11.74 | |
| 10/2/24 | | | Amazon 10/2/24 | Amazon.com | | 11.74 |
| 10/4/24 | 83700-450 | Supplies - Prince George | Amazon 10362 | Copier Drums - PG | 247.33 | |
| | | | | Gloves, Windex, PT, | | |
| 10/4/24 | 84810-100 | Supplies - Janitorial | Amazon 10362 | Trash Bags | 158.63 | |
| 10/4/24 | 83700-100 | Supplies - Regional | Amazon 10362 | P-Touch Tape | 14.98 | |
| 10/4/24 | | | Amazon 10362 | Amazon.com | | 420.94 |
| | | | | Canon Maintenance | | |
| 10/11/24 | 83700-200 | Supplies - HQ | Amazon 10374 | Cartridge | 49.98 | |
| 10/11/24 | 84810-100 | Supplies - Janitorial | Amazon 10374 | Toilet Paper | 47.26 | |
| 10/11/24 | | | Amazon 10374 | Amazon.com | | 97.24 |
| 10/16/24 | 80030-100 | Juvenile Easys | Amazon 10/16/24 | Easies | 57.51 | |
| 10/16/24 | 80020-100 | Adult Non-Fiction | Amazon 10/16/24 | ANF | 22.49 | |
| 10/16/24 | | | Amazon 10/16/24 | Amazon.com | | 80.00 |
| | | | 10/31/24 | CK #2025-156E | | 726.63 |

Appomattox Reg Library System

Sam's Club

October 2024

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|---------|------------|------------|-------------------------|---------------|---------------|
| 8/20/24 | Sams 10218 | 83700-100 | Advil, Tylenol | 30.86 | |
| 8/20/24 | Sams 10218 | 84810-100 | PT, TP, Lysol, Swiffer | 210.68 | |
| 8/20/24 | Sams 10218 | 20200-200 | Sam's Club Direct | | 241.54 |
| 8/29/24 | Sams 10306 | 84810-100 | Soap | 23.56 | |
| 8/29/24 | Sams 10306 | 83700-100 | Bags, Dishwasher Tabs | 36.96 | |
| 8/29/24 | Sams 10306 | 83730-100 | Supplies - Staff Coffee | 21.96 | |
| 8/29/24 | Sams 10306 | 20200-200 | Sam's Club Direct | | 82.48 |
| 9/11/24 | Sams 10325 | 84810-100 | Toilet Bowl Cleaner | 57.40 | |
| 9/11/24 | Sams 10325 | 20200-200 | Sam's Club Direct | | 57.40 |
| 9/16/24 | Sams 10329 | 83700-100 | Cups, Plates | 40.96 | |
| 9/16/24 | Sams 10329 | 85800-100 | Drinks for 50th | 89.26 | |
| 9/16/24 | Sams 10329 | 20200-200 | Sam's Club Direct | | 130.22 |
| | Total | 10/10/24 | CK #2025-146E | 511.64 | 511.64 |

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|------------|------------|----------------------------|---------------|---------------|
| 10/4/24 | Sams 10361 | 84810-100 | Paper Towels, Soap | 79.92 | |
| 10/4/24 | Sams 10361 | 20200-200 | Sam's Club Direct | | 79.92 |
| 10/7/24 | Sams 10359 | 85210-100 | Snacks - Adult Programming | 26.22 | |
| | | | Supplies - Staff Vending | | |
| 10/7/24 | Sams 10359 | 83710-100 | Mach | 44.98 | |
| 10/7/24 | Sams 10359 | 20200-200 | Sam's Club Direct | | 71.20 |
| 10/16/24 | Sams 10382 | 84810-100 | Lysol, Wipes, Toilet Paper | 151.84 | |
| 10/16/24 | Sams 10382 | 83700-100 | Tissues, Paper | 140.59 | |
| 10/16/24 | Sams 10382 | 20200-200 | Sam's Club Direct | | 292.43 |
| | Total | 10/31/24 | CK #2025-169E | 443.55 | 443.55 |

Appomattox Reg Library System
 Truist CK #2025-149E
 10/10/24

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|---------|------------------|------------|--|--------------|---------------|
| 8/31/24 | Google 8/31/24.1 | 82020-100 | Google E-Mail - Telecom | 12.63 | |
| 8/31/24 | Google 8/31/24.1 | 20200-400 | Google | | 12.63 |
| 8/31/24 | Google 8/31/24.2 | 82020-100 | Google E-Mail | 1,494.95 | |
| 8/31/24 | Google 8/31/24.2 | 20200-400 | Google | | 1,494.95 |
| 9/4/24 | ID 10320 | 83700-100 | Lanyards | 275.63 | |
| 9/4/24 | ID 10320 | 20200-400 | IDville | | 275.63 |
| 9/4/24 | Sage 10313 | 82070-100 | Sage HR 8/28/24 - 2/4/26 | 1,087.40 | |
| 9/4/24 | Sage 10313 | 20200-400 | Sage Software SB, Inc. | | 1,087.40 |
| 9/4/24 | Sage 10316 | 82070-100 | Core HR - Monthly | 138.00 | |
| 9/4/24 | Sage 10316 | 20200-400 | Sage Software SB, Inc. | | 138.00 |
| 9/4/24 | Sage 10317 | 85210-100 | Food and Drinks -Adult Program | 32.35 | |
| 9/4/24 | Sage 10317 | 20200-400 | Food Lion | | 32.35 |
| 9/9/24 | Rotary 10338 | 83800-100 | Conference Registration | 60.00 | |
| 9/9/24 | Rotary 10338 | 20200-400 | Rotary District 7600 | | 60.00 |
| 9/12/24 | Read 9/12/24 | 80210-100 | Adult Fiction - SO | 32.40 | |
| 9/12/24 | Read 9/12/24 | 20200-400 | Reader Service | | 32.40 |
| 9/12/24 | Rural 9/12/24 | 82600-480 | Internet - Burrowsville | 219.00 | |
| 9/12/24 | Rural 9/12/24 | 20200-400 | RuralBand | | 219.00 |
| 9/13/24 | | 82000-100 | Software Licenses | 29.99 | |
| 9/13/24 | | 20200-400 | Adobe Indesign | | 29.99 |
| 9/17/24 | Amazon 10333 | 85800-100 | Gift Cards - Staff Contest | 60.00 | |
| 9/17/24 | Amazon 10333 | 20200-400 | Amazon.com | | 60.00 |
| 9/17/24 | Target 10334 | 83700-100 | Helium Tank | 35.79 | |
| 9/17/24 | Target 10334 | 20200-400 | Target | | 35.79 |
| 9/18/24 | Read 9/26/25 | 85800-100 | October Chamber Lunch Colonial Heights Chamber of Co | 20.00 | |
| 9/18/24 | Read 9/26/25 | 20200-400 | | | 20.00 |
| 9/19/24 | Route 10336 | 85860-100 | Food - Board Meetings | 55.91 | |
| 9/19/24 | Route 10336 | 20200-400 | Route 1 County Store Food - Anniversary Celebration | 135.40 | |
| 9/21/24 | Instacart 10331 | 85800-100 | Instacart | | 135.40 |
| 9/21/24 | Instacart 10331 | 20200-400 | | | |
| 9/23/24 | Staples 10337 | 84810-100 | Soap, Cloths, Dusters | 72.84 | |
| 9/23/24 | Staples 10337 | 83700-100 | Easels, Envelopes, Clips | 141.84 | |
| 9/23/24 | Staples 10337 | 81100-100 | Vacuum Cleaner | 246.79 | |
| 9/23/24 | Staples 10337 | 20200-400 | Staples, Inc. | | 461.47 |
| 9/25/24 | Community 1034 | 83910-100 | Engage Training - J. Nickerson | 51.80 | |
| 9/25/24 | Community 1034 | 20200-400 | Community Foundation of Greate | | 51.80 |
| 9/26/24 | Read 9/26/24 | 80210-100 | Adult Fiction - SO | 32.40 | |
| 9/26/24 | Read 9/26/24 | 20200-400 | Reader Service | | 32.40 |
| Total | | | | 4,235.12 | 4,235.12 |

Appomattox Reg Library System
Truist CK #2025-149E
10/10/24

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

| <u>Date</u> | <u>Check #</u> | <u>Account ID</u> | <u>Line Description</u> | <u>Debit Amount</u> | <u>Credit Amount</u> |
|-------------|----------------|-------------------|-------------------------|---------------------|----------------------|
|-------------|----------------|-------------------|-------------------------|---------------------|----------------------|

Appomattox Reg Library System
First Connections

For the Period From Jul 1, 2024 to Oct 31, 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 | | |
| 10/10/24 | Payment from FC | | 5,730.65 | |
| 10/31/24 | October Salary & Benefits | 8,111.38 | | |
| 10/31/24 | Ending Balance | | | 8,111.38 |

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Nov 1, 2024 to Nov 30, 2024

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|-----------|------------|-------------------------|--------------|---------------|
| 11/14/24 | 200800 | 21000-100 | Federal Taxes Withheld | 3,178.50 | |
| | | | Social Security Taxes | | |
| 11/14/24 | 200800 | 22000-100 | Withheld | 2,936.32 | |
| 11/14/24 | 200800 | 22000-100 | FC Social Security | 134.28 | |
| 11/14/24 | 200800 | 22000-100 | ARLS Social Security | 2,802.04 | |
| 11/14/24 | 200800 | 23000-100 | Medicare Taxes Withheld | 686.70 | |
| 11/14/24 | 200800 | 23000-100 | FC Medicare Taxes | 31.40 | |
| 11/14/24 | 200800 | 23000-100 | ARLS Medicare | 655.30 | |
| | | | Electronic Federal Tax | | |
| 11/14/24 | 200800 | 10006-100 | Payment | | 10,424.54 |
| 11/27/24 | 200801 | 21000-100 | Federal Taxes Withheld | 3,162.53 | |
| | | | Social Security Taxes | | |
| 11/27/24 | 200801 | 22000-100 | Withheld | 2,944.17 | |
| 11/27/24 | 200801 | 22000-100 | FC Social Security | 134.28 | |
| 11/27/24 | 200801 | 22000-100 | ARLS Social Security | 2,809.89 | |
| 11/27/24 | 200801 | 23000-100 | Medicare Taxes Withheld | 688.54 | |
| 11/27/24 | 200801 | 23000-100 | FC Medicare Taxes | 31.40 | |
| 11/27/24 | 200801 | 23000-100 | ARLS Medicare | 657.14 | |
| | | | Electronic Federal Tax | | |
| 11/27/24 | 200801 | 10006-100 | Payment | | 10,427.95 |
| 11/7/24 | 2013-1008 | 70540-600 | FC Life Insurance | 56.54 | |
| 11/7/24 | 2013-1008 | 70540-600 | FC VRS Retirement | 42.17 | |
| 11/7/24 | 2013-1008 | 27000-200 | VRS Withheld | 3,056.60 | |
| 11/7/24 | 2013-1008 | 70460-100 | ARLS VRS Insurance | 785.67 | |
| 11/7/24 | 2013-1008 | 70460-100 | ARLS VRS Retirement | 964.87 | |
| 11/7/24 | 2013-1008 | 10006-100 | Treasurer of Virginia | | 4,905.85 |
| 11/14/24 | 2013-1010 | 27000-400 | EZ Link Voluntary | 554.34 | |
| 11/14/24 | 2013-1010 | 10006-100 | Treasurer of Virginia | | 554.34 |
| 11/14/24 | 2013-1011 | 27000-300 | EZ Link Withheld | 236.37 | |
| 11/14/24 | 2013-1011 | 70460-100 | Ez Link Retirement | 607.41 | |
| 11/14/24 | 2013-1011 | 10006-100 | Treasurer of Virginia | | 843.78 |
| 11/27/24 | 2013-1013 | 27000-300 | EZ Link Withheld | 236.37 | |
| 11/27/24 | 2013-1013 | 70460-100 | Ez Link Retirement | 607.41 | |
| 11/27/24 | 2013-1013 | 10006-100 | Treasurer of Virginia | | 843.78 |
| 11/27/24 | 2013-1014 | 27000-400 | EZ Link Voluntary | 554.34 | |
| 11/27/24 | 2013-1014 | 10006-100 | Treasurer of Virginia | | 554.34 |
| 11/7/24 | 2025-170E | 83700-100 | Invoice: Amazon 10373 | 29.98 | |
| 11/7/24 | 2025-170E | 80600-100 | Invoice: Amazon 10375 | 161.63 | |
| 11/7/24 | 2025-170E | 80470-100 | Invoice: Amazon 11/1/24 | 49.94 | |
| 11/7/24 | 2025-170E | 83700-200 | Invoice: Amazon 10380 | 13.98 | |
| 11/7/24 | 2025-170E | 10006-100 | Amazon.com | | 255.53 |
| 11/7/24 | 2025-171E | 80020-100 | Invoice: 5019172407 | 121.79 | |
| 11/7/24 | 2025-171E | 10006-100 | Baker & Taylor | | 121.79 |
| 11/7/24 | 2025-172E | 84100-100 | Telephone | 155.13 | |
| 11/7/24 | 2025-172E | 10006-100 | Clearfly | | 155.13 |

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Nov 1, 2024 to Nov 30, 2024

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|---------|-----------|------------|--|--------------|---------------|
| 11/7/24 | 2025-173E | 82600-430 | #8299 60 019 0107136 Internet - Disputanta | 304.07 | |
| 11/7/24 | 2025-173E | 10006-100 | Comcast Communications | | 304.07 |
| 11/7/24 | 2025-174E | 84100-440 | #8299 60 021 0013348 Telephone - McKenney | 47.90 | |
| 11/7/24 | 2025-174E | 82600-440 | #8299 60 021 0013348 Internet - McKenney | 401.06 | |
| 11/7/24 | 2025-174E | 10006-100 | Comcast Communications | | 448.96 |
| 11/7/24 | 2025-175E | 84000-200 | Utilities - HQ | 25.51 | |
| 11/7/24 | 2025-175E | 84000-410 | Utilities - Carson | 25.50 | |
| 11/7/24 | 2025-175E | 84000-480 | Utilities - Burrowsville | 25.50 | |
| 11/7/24 | 2025-175E | 10006-100 | Diamond Springs | | 76.51 |
| 11/7/24 | 2025-176E | 84000-410 | Utilities - Carson | 157.09 | |
| 11/7/24 | 2025-176E | 10006-100 | Dominion Energy Virginia Verkada Security Network | | 157.09 |
| 11/7/24 | 2025-177E | 82450-100 | Access Work | 1,125.25 | |
| 11/7/24 | 2025-177E | 10006-100 | E-N Computers, Inc. | | 1,125.25 |
| 11/7/24 | 2025-178E | 84100-410 | Telephone - Carson | 74.03 | |
| 11/7/24 | 2025-178E | 10006-100 | Granite Telecommunications | | 74.03 |
| 11/7/24 | 2025-179E | 80210-100 | Invoice: 63119356 | 85.30 | |
| 11/7/24 | 2025-179E | 80210-100 | Invoice: 63119355 | 35.04 | |
| 11/7/24 | 2025-179E | 80210-100 | Invoice: 60408346 | 94.95 | |
| 11/7/24 | 2025-179E | 80210-100 | Invoice: 60408347 | 10.53 | |
| 11/7/24 | 2025-179E | 80025-100 | Invoice: 60408348 | 156.40 | |
| 11/7/24 | 2025-179E | 10006-100 | Ingram Library Services | | 382.22 |
| 11/7/24 | 2025-180E | 81100-460 | Deposit - Rohoic Furniture Library Furniture | 46,760.50 | |
| 11/7/24 | 2025-180E | 10006-100 | International, LLC | | 46,760.50 |
| 11/7/24 | 2025-181E | 80405-100 | Invoice: 506194782 | 552.89 | |
| 11/7/24 | 2025-181E | 80440-100 | Invoice: 506194782 | 126.69 | |
| 11/7/24 | 2025-181E | 80410-100 | Invoice: 506227939 | 65.05 | |
| 11/7/24 | 2025-181E | 80405-100 | Invoice: 506227938 | 115.49 | |
| 11/7/24 | 2025-181E | 80440-100 | Invoice: 506227938 | 95.96 | |
| 11/7/24 | 2025-181E | 80405-100 | Invoice: 506166370 | 649.21 | |
| 11/7/24 | 2025-181E | 80440-100 | Invoice: 506166370 | 469.32 | |
| 11/7/24 | 2025-181E | 81000-300 | Invoice: 506271419 | 2,252.07 | |
| 11/7/24 | 2025-181E | 10006-100 | Midwest Tape | | 4,326.68 |
| 11/7/24 | 2025-182E | 82460-100 | Access Point Project Orion Network Solutions | 2,236.76 | |
| 11/7/24 | 2025-182E | 10006-100 | LLC | | 2,236.76 |
| 11/7/24 | 2025-183E | 82460-100 | Monthly Billing for October | 8,395.00 | |
| 11/7/24 | 2025-183E | 82460-100 | VM Server License | 29.76 | |

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Nov 1, 2024 to Nov 30, 2024

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|-----------|------------|---------------------------|--------------|---------------|
| 11/7/24 | 2025-183E | 82460-100 | VM Socket License | 30.00 | |
| 11/7/24 | 2025-183E | 82460-100 | Backup Charges | 37.00 | |
| | | | Orion Network Solutions | | |
| 11/7/24 | 2025-183E | 10006-100 | LLC | | 8,491.76 |
| | | | Website Hosting - Nov | | |
| 11/7/24 | 2025-184E | 82070-100 | 2024 - Jan 2025 | 150.00 | |
| 11/7/24 | 2025-184E | 10006-100 | Richweb Inc. | | 150.00 |
| 11/7/24 | 2025-185E | 85850-100 | Monthly Shredding | 85.84 | |
| 11/7/24 | 2025-185E | 10006-100 | Shred-It USA LLC | | 85.84 |
| | | | | | |
| 11/7/24 | 2025-186E | 82070-100 | Westlaw Proflex - October | 569.79 | |
| 11/7/24 | 2025-186E | 10006-100 | Thomson Reuters - West | | 569.79 |
| 11/7/24 | 2025-187E | 20200-400 | Truist 11/21/24 | 4,572.88 | |
| 11/7/24 | 2025-187E | 10006-100 | Truist | | 4,572.88 |
| | | | | | |
| 11/12/24 | 2025-188E | 10007-100 | Gross MLS | 15,647.04 | |
| 11/12/24 | 2025-188E | 10007-100 | Gross Non MLS | 8,132.79 | |
| 11/12/24 | 2025-188E | 10007-100 | Gross Hourly | 13,792.40 | |
| 11/12/24 | 2025-188E | 10007-100 | Gross Smart Beginnings | 1,756.86 | |
| 11/12/24 | 2025-188E | 10006-100 | ARLS-Payroll | | 39,329.09 |
| 11/21/24 | 2025-189E | 83700-100 | Invoice: Amazon 10393 | 146.79 | |
| 11/21/24 | 2025-189E | 83700-200 | Invoice: Amazon 10397 | 54.58 | |
| 11/21/24 | 2025-189E | 83700-200 | Invoice: Amazon 10398 | 38.99 | |
| | | | | | |
| 11/21/24 | 2025-189E | 80020-100 | Invoice: Amazon 11/1/24.2 | 73.99 | |
| 11/21/24 | 2025-189E | 85210-100 | Invoice: Amazon 10399 | 119.66 | |
| 11/21/24 | 2025-189E | 85110-100 | Invoice: Amazon 10407 | 208.03 | |
| 11/21/24 | 2025-189E | 83700-200 | Invoice: Amazon 10401 | 21.87 | |
| 11/21/24 | 2025-189E | 83700-200 | Invoice: Amazon 10413 | 24.38 | |
| | | | | | |
| 11/21/24 | 2025-189E | 80470-100 | Invoice: Amazon 11/11/24 | 175.83 | |
| | | | | | |
| 11/21/24 | 2025-189E | 80020-100 | Invoice: Amazon 11/11/24 | 28.22 | |
| | | | Invoice: Amazon | | |
| 11/21/24 | 2025-189E | 80470-100 | 11/12/24.1 | 52.98 | |
| | | | Invoice: Amazon | | |
| 11/21/24 | 2025-189E | 80470-100 | 11/12/24.2 | 79.99 | |
| 11/21/24 | 2025-189E | 10006-100 | Amazon.com | | 1,025.31 |
| 11/21/24 | 2025-190E | 70550-600 | FC Health Insurance | 877.50 | |
| | | | | | |
| 11/21/24 | 2025-190E | 25000-100 | Health Insurance Withheld | 2,523.74 | |
| 11/21/24 | 2025-190E | 70470-100 | ARLS Health Insurance | 14,543.76 | |
| | | | Anthem BlueCross | | |
| 11/21/24 | 2025-190E | 10006-100 | BlueShield | | 17,945.00 |
| | | | | | |
| 11/21/24 | 2025-191E | 70470-100 | Retirees Health Insurance | 900.00 | |
| | | | Anthem BlueCross | | |
| 11/21/24 | 2025-191E | 10006-100 | BlueShield | | 900.00 |

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Nov 1, 2024 to Nov 30, 2024

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|-----------|------------|---|--------------|---------------|
| 11/21/24 | 2025-192E | 70470-100 | Medicare Retirees Health Insurance | 654.00 | |
| 11/21/24 | 2025-192E | 10006-100 | Anthem BlueCross BlueShield | | 654.00 |
| 11/21/24 | 2025-193E | 80250-100 | Invoice: 5019179653 | 108.00 | |
| 11/21/24 | 2025-193E | 80020-100 | Invoice: 5019183460 | 274.93 | |
| 11/21/24 | 2025-193E | 80020-100 | Invoice: 5019183458 | 126.20 | |
| 11/21/24 | 2025-193E | 80020-100 | Invoice: 5019183459 | 47.85 | |
| 11/21/24 | 2025-193E | 80020-100 | Invoice: 5019193798 | 142.89 | |
| 11/21/24 | 2025-193E | 80020-100 | Invoice: 5019193799 | 48.57 | |
| 11/21/24 | 2025-193E | 80020-100 | Invoice: 5019193800 | 232.40 | |
| 11/21/24 | 2025-193E | 80020-100 | Invoice: 5019208483 | 48.57 | |
| 11/21/24 | 2025-193E | 80020-100 | Invoice: 5019208484 | 88.17 | |
| 11/21/24 | 2025-193E | 80020-100 | Invoice: 5019208485 | 1,012.16 | |
| 11/21/24 | 2025-193E | 10006-100 | Baker & Taylor #8299 60 017 0205967 | | 2,129.74 |
| 11/21/24 | 2025-194E | 84100-200 | Telephone - HQ #8299 60 017 0205967 | 250.65 | |
| 11/21/24 | 2025-194E | 82600-200 | Internet - HQ | 469.75 | |
| 11/21/24 | 2025-194E | 10006-100 | Comcast Communications #8299 60 020 0356327 | | 720.40 |
| 11/21/24 | 2025-195E | 82600-410 | Internet - Carson | 309.07 | |
| 11/21/24 | 2025-195E | 10006-100 | Comcast Communications #8299 60 019 0106328 | | 309.07 |
| 11/21/24 | 2025-196E | 84100-450 | Telephone - PG #8299 60 019 0106328 | 112.85 | |
| 11/21/24 | 2025-196E | 82600-450 | Internet - PG | 413.30 | |
| 11/21/24 | 2025-196E | 10006-100 | Comcast Communications #8299 60 020 0108397 | | 526.15 |
| 11/21/24 | 2025-197E | 82600-420 | Internet - Dinwiddie | 309.07 | |
| 11/21/24 | 2025-197E | 10006-100 | Comcast Communications #8299 60 020 0107829 | | 309.07 |
| 11/21/24 | 2025-198E | 82600-460 | Internet - Rohoic | 309.07 | |
| 11/21/24 | 2025-198E | 10006-100 | Comcast Communications | | 309.07 |
| 11/21/24 | 2025-199E | 80300-200 | HQ Magazines | 2,596.97 | |
| 11/21/24 | 2025-199E | 80300-410 | Carson Magazines | 288.55 | |
| 11/21/24 | 2025-199E | 80300-420 | Dinwiddie Magazines | 432.83 | |
| 11/21/24 | 2025-199E | 80300-430 | Disputanta Magazines | 144.28 | |
| 11/21/24 | 2025-199E | 80300-440 | McKenney Magazines | 336.64 | |
| 11/21/24 | 2025-199E | 80300-450 | PG Magazines | 675.53 | |
| 11/21/24 | 2025-199E | 80300-460 | Rohoic Magazines | 240.46 | |
| 11/21/24 | 2025-199E | 80300-480 | Burrowsville Magazines | 93.95 | |

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Nov 1, 2024 to Nov 30, 2024

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|-----------|------------|-------------------|--------------|---------------|
| | | | EBSCO Information | | |
| 11/21/24 | 2025-199E | 10006-100 | Services | | 4,809.21 |
| 11/21/24 | 2025-200E | 80030-100 | Invoice: 67758887 | 66.78 | |
| 11/21/24 | 2025-200E | 80030-100 | Invoice: 60411177 | 1,201.83 | |
| 11/21/24 | 2025-200E | 80030-100 | Invoice: 60411178 | 1,183.64 | |
| 11/21/24 | 2025-200E | 80038-100 | Invoice: 60411179 | 928.61 | |
| 11/21/24 | 2025-200E | 80038-100 | Invoice: 60411180 | 927.26 | |
| 11/21/24 | 2025-200E | 80025-100 | Invoice: 60411176 | 13.98 | |
| 11/21/24 | 2025-200E | 80025-100 | Invoice: 67758303 | 176.04 | |
| 11/21/24 | 2025-200E | 80015-100 | Invoice: 60411181 | 742.39 | |
| 11/21/24 | 2025-200E | 80015-100 | Invoice: 63121400 | 12.74 | |
| 11/21/24 | 2025-200E | 80015-100 | Invoice: 60411182 | 635.30 | |
| 11/21/24 | 2025-200E | 80010-100 | Invoice: 60411184 | 924.72 | |
| 11/21/24 | 2025-200E | 80010-100 | Invoice: 60411183 | 1,620.97 | |
| 11/21/24 | 2025-200E | 80010-100 | Invoice: 63121401 | 121.36 | |
| 11/21/24 | 2025-200E | 80010-100 | Invoice: 67756740 | 224.96 | |
| 11/21/24 | 2025-200E | 80010-100 | Invoice: 67756741 | 546.52 | |
| 11/21/24 | 2025-200E | 80010-100 | Invoice: 67758305 | 111.48 | |
| 11/21/24 | 2025-200E | 80010-100 | Invoice: 67758304 | 83.61 | |
| 11/21/24 | 2025-200E | 80230-100 | Invoice: 63119358 | 9.53 | |
| 11/21/24 | 2025-200E | 80230-100 | Invoice: 63119360 | 14.36 | |
| 11/21/24 | 2025-200E | 80230-100 | Invoice: 63119361 | 10.29 | |
| 11/21/24 | 2025-200E | 80230-100 | Invoice: 63119357 | 22.30 | |
| 11/21/24 | 2025-200E | 80230-100 | Invoice: 63121403 | 21.58 | |
| 11/21/24 | 2025-200E | 80230-100 | Invoice: 63121402 | 45.10 | |
| 11/21/24 | 2025-200E | 80230-100 | Invoice: 63121399 | 11.69 | |
| 11/21/24 | 2025-200E | 80210-100 | Invoice: 67758889 | 17.34 | |
| 11/21/24 | 2025-200E | 80210-100 | Invoice: 63121397 | 36.12 | |
| 11/21/24 | 2025-200E | 80210-100 | Invoice: 63121398 | 36.28 | |
| 11/21/24 | 2025-200E | 80200-100 | Invoice: 67756742 | 11.99 | |
| 11/21/24 | 2025-200E | 80200-100 | Invoice: 63119359 | 21.14 | |
| 11/21/24 | 2025-200E | 80200-100 | Invoice: 67758888 | 29.98 | |
| 11/21/24 | 2025-200E | 80030-100 | Invoice: 60415964 | 20.37 | |
| 11/21/24 | 2025-200E | 80030-100 | Invoice: 60415963 | 22.22 | |
| 11/21/24 | 2025-200E | 80038-100 | Invoice: 60415965 | 10.57 | |
| 11/21/24 | 2025-200E | 80038-100 | Invoice: 60415966 | 22.22 | |
| 11/21/24 | 2025-200E | 80025-100 | Invoice: 60415962 | 137.51 | |
| 11/21/24 | 2025-200E | 80015-100 | Invoice: 60415967 | 17.98 | |
| 11/21/24 | 2025-200E | 80015-100 | Invoice: 60415968 | 68.40 | |
| 11/21/24 | 2025-200E | 80010-100 | Invoice: 60415969 | 108.45 | |
| 11/21/24 | 2025-200E | 80210-100 | Invoice: 60415961 | 24.78 | |
| 11/21/24 | 2025-200E | 80038-100 | Invoice: 63124203 | 21.14 | |
| 11/21/24 | 2025-200E | 80230-100 | Invoice: 63124207 | 11.15 | |
| 11/21/24 | 2025-200E | 80230-100 | Invoice: 63124205 | 5.98 | |
| 11/21/24 | 2025-200E | 80200-100 | Invoice: 63124204 | 17.98 | |
| 11/21/24 | 2025-200E | 80025-100 | Invoice: 67763887 | 32.84 | |
| 11/21/24 | 2025-200E | 80010-100 | Invoice: 67763890 | 220.57 | |
| 11/21/24 | 2025-200E | 80015-100 | Invoice: 67763889 | 22.22 | |

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Nov 1, 2024 to Nov 30, 2024

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|-----------|------------|---|--------------|---------------|
| 11/21/24 | 2025-200E | 80038-100 | Invoice: 67763888 | 31.71 | |
| 11/21/24 | 2025-200E | 80200-100 | Invoice: 67763891 | 13.49 | |
| 11/21/24 | 2025-200E | 80015-100 | Invoice: 60420448 | 22.22 | |
| 11/21/24 | 2025-200E | 80030-100 | Invoice: 60420447 | 33.33 | |
| 11/21/24 | 2025-200E | 80200-100 | Invoice: 60420449 | 16.48 | |
| 11/21/24 | 2025-200E | 80200-100 | Invoice: 60420450 | 14.99 | |
| 11/21/24 | 2025-200E | 10006-100 | Ingram Library Services | | 10,706.49 |
| 11/21/24 | 2025-201E | 80410-100 | Invoice: 506265048 | 57.44 | |
| 11/21/24 | 2025-201E | 80440-100 | Invoice: 506332451 | 120.44 | |
| 11/21/24 | 2025-201E | 80410-100 | Invoice: 506332452 | 63.44 | |
| 11/21/24 | 2025-201E | 80405-100 | Invoice: 506332454 | 789.99 | |
| 11/21/24 | 2025-201E | 10006-100 | Midwest Tape | | 1,031.31 |
| 11/21/24 | 2025-202E | 80500-100 | FirstSearch 11/3/24 - 11/2/25 | 1,769.33 | |
| 11/21/24 | 2025-202E | 10006-100 | OCLC, Inc. | | 1,769.33 |
| 11/21/24 | 2025-203E | 84300-100 | Decal Installation - All Vehicles | 1,125.00 | |
| 11/21/24 | 2025-203E | 10006-100 | Signs@Work, Inc. | | 1,125.00 |
| 11/21/24 | 2025-204E | 82600-200 | Mobile Internet | 804.65 | |
| 11/21/24 | 2025-204E | 10006-100 | T-Mobile | | 804.65 |
| 11/21/24 | 2025-205E | 83700-100 | Soap and Dispensers | 420.78 | |
| 11/21/24 | 2025-205E | 10006-100 | ULINE | | 420.78 |
| 11/25/24 | 2025-206E | 10007-100 | Gross MLS | 15,647.04 | |
| 11/25/24 | 2025-206E | 10007-100 | Gross Non MLS | 8,132.79 | |
| 11/25/24 | 2025-206E | 10007-100 | Gross Hourly | 13,925.25 | |
| 11/25/24 | 2025-206E | 10007-100 | Gross Smart Beginnings | 1,756.86 | |
| 11/25/24 | 2025-206E | 10006-100 | ARLS-Payroll | | 39,461.94 |
| 11/1/24 | 44209 | 80260-100 | Invoice: 856933546 | 161.55 | |
| 11/1/24 | 44209 | 10006-100 | Cengage Learning Inc/Gale | | 161.55 |
| 11/7/24 | 44214 | 82910-100 | Copier - Usage Charge | 25.25 | |
| 11/7/24 | 44214 | 82910-100 | Copier - Base Charge | 19.07 | |
| 11/7/24 | 44214 | 10006-100 | Canon Solutions America, Inc. | | 44.32 |
| 11/7/24 | 44215 | 84700-100 | Certified Mail | 9.68 | |
| 11/7/24 | 44215 | 10006-100 | Briana Terry | | 9.68 |
| 11/7/24 | 44216 | 83810-200 | Travel - HQ 9/28/24, 10/9/24, 10/10/24 | 71.51 | |
| 11/7/24 | 44216 | 10006-100 | Rija Mughal | | 71.51 |
| 11/7/24 | 44217 | 83810-440 | Travel - McKenney 9/13/24 | 38.00 | |
| 11/7/24 | 44217 | 83810-440 | Travel - McKenney 10/2/24 | 11.11 | |
| 11/7/24 | 44217 | 10006-100 | Cassandra Bland | | 49.11 |
| 11/7/24 | 44218 | 83810-420 | Travle - Dinwiddie 9/13/24 | 18.13 | |
| 11/7/24 | 44218 | 10006-100 | Mary Johnson | | 18.13 |
| 11/7/24 | 44219 | 83810-410 | Travel - Carson 9/13/24 | 17.17 | |

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Nov 1, 2024 to Nov 30, 2024

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|---------|---------|------------|--|--------------|---------------|
| 11/7/24 | 44219 | 83810-410 | Travel - Carson 9/28/24 | 17.17 | |
| 11/7/24 | 44219 | 10006-100 | Alyssa Noe | | 34.34 |
| 11/7/24 | 44220 | 83810-420 | Travel - Dinwiddie 7/23/24, 8/1/24 | 52.77 | |
| 11/7/24 | 44220 | 83810-420 | Travel - Dinwiddie 9/12/24, 9/13/24 | 81.36 | |
| 11/7/24 | 44220 | 83810-420 | Travel - Dinwidde 9/19/24, 9/26/24 | 65.90 | |
| 11/7/24 | 44220 | 10006-100 | Shelly Curtis | | 200.03 |
| 11/7/24 | 44221 | 83810-450 | Travel - PG 9/5/24 | 10.75 | |
| 11/7/24 | 44221 | 83810-450 | Travel - PG 9/10/24 | 12.12 | |
| 11/7/24 | 44221 | 83810-450 | Travel - PG 9/17/24 | 10.76 | |
| 11/7/24 | 44221 | 83810-450 | Travel - PG 9/24/24 | 10.75 | |
| 11/7/24 | 44221 | 83810-450 | Travel - PG 10/1/24 | 10.76 | |
| 11/7/24 | 44221 | 83810-450 | Travel - PG 10/8/24 | 10.75 | |
| 11/7/24 | 44221 | 10006-100 | Steven Thompson | | 65.89 |
| 11/7/24 | 44222 | 83810-450 | Travel - PG 9/4/24 | 37.80 | |
| 11/7/24 | 44222 | 83810-450 | Travel - PG 9/3/24 | 32.82 | |
| 11/7/24 | 44222 | 83810-450 | Travel - PG 10/2/24 | 39.39 | |
| 11/7/24 | 44222 | 10006-100 | Deborah Wright | | 110.01 |
| 11/7/24 | 44223 | 85200-100 | Yoga - 10/7/24, 10/21/24, 10/28/24 | 120.00 | |
| 11/7/24 | 44223 | 10006-100 | Sharon Jadrnak | | 120.00 |
| 11/7/24 | 44224 | 84800-200 | Janitorial - HQ | 4,375.68 | |
| 11/7/24 | 44224 | 84800-410 | Janitorial - Carson | 220.00 | |
| 11/7/24 | 44224 | 84800-420 | Janitorial - Dinwiddie | 350.00 | |
| 11/7/24 | 44224 | 84800-430 | Janitorial - Disputanta | 256.00 | |
| 11/7/24 | 44224 | 84800-440 | Janitorial - McKenney | 250.00 | |
| 11/7/24 | 44224 | 84800-450 | Janitorial - PG | 1,483.20 | |
| 11/7/24 | 44224 | 84800-460 | Janitorial - Rohoic | 220.00 | |
| 11/7/24 | 44224 | 84800-480 | Janitorial - Burrowsville | 195.00 | |
| 11/7/24 | 44224 | 10006-100 | MCS Services, Inc. | | 7,349.88 |
| 11/7/24 | 44225 | 84900-200 | Monitoring of Alarms - HQ | 55.00 | |
| 11/7/24 | 44225 | 84900-450 | Monitoring of Alarms - PG | 59.00 | |
| 11/7/24 | 44225 | 10006-100 | Petersburg Alarm Company, Inc. | | 114.00 |
| 11/7/24 | 44226 | 85200-100 | Speaker's Fee - Harper Kincaid | 75.00 | |
| 11/7/24 | 44226 | 10006-100 | Caren Ann Appel | | 75.00 |
| 11/7/24 | 44227 | 85200-100 | Author Speaking Fee - Mollie Cox Bryan | 200.00 | |
| 11/7/24 | 44227 | 10006-100 | Ann M. Bryan | | 200.00 |
| 11/7/24 | 44228 | 83810-200 | Travel - HQ 10/26/24 | 9.29 | |
| 11/7/24 | 44228 | 85110-100 | Gift Cards, Trees, Snowglobes, Glue, Bags | 128.65 | |
| 11/7/24 | 44228 | 10006-100 | Sarah Finch | | 137.94 |

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Nov 1, 2024 to Nov 30, 2024

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|---------|------------|------------------------------------|--------------|---------------|
| 11/7/24 | 44229 | 80260-100 | Invoice: 85788033 | 287.91 | |
| 11/7/24 | 44229 | 80260-100 | Invoice: 85799777 | 82.47 | |
| 11/7/24 | 44229 | 80260-100 | Invoice: 85793898 | 104.21 | |
| 11/7/24 | 44229 | 80260-100 | Invoice: 85855454 | 62.97 | |
| 11/7/24 | 44229 | 80260-100 | Invoice: 85854883 | 104.96 | |
| 11/7/24 | 44229 | 80260-100 | Invoice: 85798834 | 100.46 | |
| 11/7/24 | 44229 | 80260-100 | Invoice: 85780273 | 24.74 | |
| 11/7/24 | 44229 | 80260-100 | Invoice: 85864140 | 49.48 | |
| 11/7/24 | 44229 | 10006-100 | Cengage Learning Inc/Gale | | 817.20 |
| 11/7/24 | 44230 | 80060-100 | Invoice: 10004258993 | 395.00 | |
| 11/7/24 | 44230 | 10006-100 | InfoUSA Marketing, Inc. | | 395.00 |
| 11/21/24 | 44231 | 80260-100 | Invoice: 85934741 | 101.21 | |
| 11/21/24 | 44231 | 80260-100 | Invoice: 85934644 | 105.71 | |
| 11/21/24 | 44231 | 80260-100 | Invoice: 85935547 | 107.21 | |
| 11/21/24 | 44231 | 80260-100 | Invoice: 85940537 | 224.73 | |
| 11/21/24 | 44231 | 10006-100 | Cengage Learning Inc/Gale | | 538.86 |
| 11/21/24 | 44232 | 83500-420 | Rent - Dinwiddie Library | 300.00 | |
| 11/21/24 | 44232 | 83500-440 | Rent - McKenney Library | 300.00 | |
| 11/21/24 | 44232 | 83500-460 | Rent - Rohoic Library | 300.00 | |
| 11/21/24 | 44232 | 10006-100 | County of Dinwiddie | | 900.00 |
| 11/21/24 | 44233 | 83500-480 | Rent - Burrowsville Library | 300.00 | |
| 11/21/24 | 44233 | 83500-430 | Rent - Disputanta Library | 150.00 | |
| 11/21/24 | 44233 | 83500-450 | Rent - PG Library | 1,200.00 | |
| 11/21/24 | 44233 | 10006-100 | County of Prince George | | 1,650.00 |
| 11/21/24 | 44234 | 83810-200 | Travel - HQ 9/13/24, 11/8/24 | 15.25 | |
| 11/21/24 | 44234 | 10006-100 | Kaitlyn Lambert | | 15.25 |
| 11/21/24 | 44235 | 83810-200 | Travel - HQ 11/7/24, 11/12/24 | 38.83 | |
| 11/21/24 | 44235 | 10006-100 | Sarah Finch | | 38.83 |
| 11/21/24 | 44236 | 85200-100 | Chair Yoga - 11/13/24, 11/20/24 | 80.00 | |
| 11/21/24 | 44236 | 10006-100 | Lauren Hannon | | 80.00 |
| 11/21/24 | 44237 | 83500-200 | Rent - Hopewell Library | 3,750.00 | |
| 11/21/24 | 44237 | 10006-100 | Hopewell City Treasurer | | 3,750.00 |
| 11/21/24 | 44238 | 83700-100 | Utility Knife | 9.58 | |
| 11/21/24 | 44238 | 10006-100 | McKay Hardware, Inc. | | 9.58 |
| 11/21/24 | 44239 | 85200-100 | November 11 Card Class | 100.00 | |
| 11/21/24 | 44239 | 10006-100 | Tracy Frye | | 100.00 |
| | Total | | | 240,191.09 | 240,191.09 |

Appomattox Reg Library System
 Truist CK #2025-187E
 11/7/24

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|--------------------|------------|------------------------------|--------------|---------------|
| 9/28/24 | Davis 10350 | 85800-100 | Pizza for 50th Anniversary | 34.93 | |
| 9/28/24 | Davis 10350 | 20200-400 | Davis Express | | 34.93 |
| 9/28/24 | Sams 10351 | 85800-100 | Cookies for 50th Anniversary | 20.98 | |
| 9/28/24 | Sams 10351 | 20200-400 | Sam's Club Direct | | 20.98 |
| 9/30/24 | Google 9/30/24.1 | 82020-100 | Google E-Mail | 12.63 | |
| 9/30/24 | Google 9/30/24.1 | 20200-400 | Google | | 12.63 |
| 9/30/24 | Google 9/30/24.2 | 82020-100 | Google E-Mail | 1,494.95 | |
| 9/30/24 | Google 9/30/24.2 | 20200-400 | Google | | 1,494.95 |
| 10/1/24 | H/PG Chamber 10414 | 85800-100 | Annual Mixer | 65.00 | |
| 10/1/24 | H/PG Chamber 10414 | 20200-400 | Hopewell/PG Chamber Commerce | | 65.00 |
| 10/1/24 | Instacart | 85800-100 | Charge Entered in Error | 174.02 | |
| 10/1/24 | Instacart | 20200-400 | Instacart | | 174.02 |
| 10/2/24 | Staples 10357 | 84810-100 | Mop Heads, Microfiber Cloths | 70.26 | |
| 10/2/24 | Staples 10357 | 20200-400 | Staples, Inc. | | 70.26 |
| 10/4/24 | Kroger 10360 | 85800-100 | Food - 50th Celebration | 86.66 | |
| 10/4/24 | Kroger 10360 | 20200-400 | | | 86.66 |
| 10/4/24 | Staples 10363 | 84810-100 | Trash Bags, Toilet Paper | 239.06 | |
| 10/4/24 | Staples 10363 | 20200-400 | Staples, Inc. | | 239.06 |
| 10/5/24 | Staples 10/5/24 | 82070-100 | Sage HR Monthly | 232.20 | |
| 10/5/24 | Staples 10/5/24 | 20200-400 | Sage Software SB, Inc. | | 232.20 |
| 10/10/24 | Giuseppes 10367 | 85800-100 | Pizza - 50th Celebration | 69.12 | |
| 10/10/24 | Giuseppes 10367 | 20200-400 | Giuseppe's Pizza | | 69.12 |
| 10/10/24 | Rural 10/10/24 | 82600-480 | Internet - Burrowsville | 219.00 | |
| 10/10/24 | Rural 10/10/24 | 20200-400 | RuralBand | | 219.00 |
| 10/10/24 | Sherwin 10368 | 83700-200 | Paint - HQ | 169.79 | |
| 10/10/24 | Sherwin 10368 | 20200-400 | Sherwin Williams | | 169.79 |
| 10/11/24 | Luca 10371 | 85870-100 | Food - Staff Development | 19.01 | |
| 10/11/24 | Luca 10371 | 20200-400 | Luca's Italian Restaurant | | 19.01 |
| 10/11/24 | Publix 10370 | 85870-100 | Food - Staff Development | 120.85 | |
| 10/11/24 | Publix 10370 | 20200-400 | Publix | | 120.85 |
| 10/11/24 | Staples 10377 | 83700-200 | HP Toner | 210.09 | |
| 10/11/24 | Staples 10377 | 20200-400 | Staples, Inc. | | 210.09 |
| 10/11/24 | Staples 10378 | 82700-100 | Poster Printing | 34.75 | |
| 10/11/24 | Staples 10378 | 20200-400 | Staples, Inc. | | 34.75 |
| 10/13/24 | | 82000-100 | Software Licenses | 29.99 | |

Appomattox Reg Library System
 Truist CK #2025-187E
 11/7/24

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

| Date | Check # | Account ID | Line Description | Debit Amount | Credit Amount |
|----------|---------------------|------------|-------------------------|--------------|---------------|
| 10/13/24 | | 20200-400 | Adobe Indesign | | 29.99 |
| | | | Food - Staff | | |
| 10/15/24 | Little 10372 | 85870-100 | Development | 114.61 | |
| 10/15/24 | Little 10372 | 20200-400 | Little Caesar's | | 114.61 |
| 10/15/24 | Progress 10/15/24.2 | 80300-200 | Periodicals/Nsp - HQ | 157.86 | |
| 10/15/24 | Progress 10/15/24.2 | 20200-400 | The Progress Index | | 157.86 |
| | | | Food - Staff | | |
| 10/15/24 | Publix 10379 | 85870-100 | Development | 36.60 | |
| 10/15/24 | Publix 10379 | 20200-400 | Publix | | 36.60 |
| 10/16/24 | Staples 10383 | 83700-100 | Mailers, Toner | 425.67 | |
| 10/16/24 | Staples 10383 | 20200-400 | Staples, Inc. | | 425.67 |
| 10/18/24 | Lucas 10381 | 85860-100 | Food - Board Meetings | 95.65 | |
| | | | Luca's Italian | | |
| 10/18/24 | Lucas 10381 | 20200-400 | Restaurant | | 95.65 |
| 10/20/24 | Marriott 10159 | 83810-200 | Hotel - VLA | 252.10 | |
| 10/20/24 | Marriott 10159 | 20200-400 | Marriott | | 252.10 |
| 10/20/24 | Marriott 10183 | 83810-200 | Hotel - VLA | 369.40 | |
| 10/20/24 | Marriott 10183 | 20200-400 | Marriott | | 369.40 |
| 10/21/24 | Luca 10388 | 85200-100 | Pizza for Poetry, Prose | 73.33 | |
| | | | Luca's Italian | | |
| 10/21/24 | Luca 10388 | 20200-400 | Restaurant | | 73.33 |
| | | | Duplicate Payment - | | |
| 10/24/24 | ID 10320R | 83700-100 | Refund | | -275.63 |
| 10/24/24 | ID 10320R | 20200-400 | IDville | -275.63 | |
| 10/24/24 | Southern 10391 | 85800-100 | November Luncheon | 20.00 | |
| | | | Southern VA Regional | | |
| 10/24/24 | Southern 10391 | 20200-400 | Chamber | | 20.00 |
| | | | | | |
| | Total | | | 4,572.88 | 4,572.88 |

Appomattox Reg Library System
Amazon

For the Period From Nov 1, 2024 to Nov 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 |
|----------|------------|---------------------------------|-------------------|---|--------------|-----------------|
| 11/1/24 | 83700-100 | Supplies - Regional | Amazon 10373 | Barcode Scanner | 29.98 | |
| 11/1/24 | Cash Basis | | Amazon 10373 | Amazon.com | | 29.98 |
| 11/1/24 | 80600-100 | Material Services - Supplies | Amazon 10375 | Hotspot Cases | 161.63 | |
| 11/1/24 | Cash Basis | | Amazon 10375 | Amazon.com | | 161.63 |
| 11/1/24 | 83700-200 | Supplies - HQ | Amazon 10380 | Ethernet Cord | 13.98 | |
| 11/1/24 | Cash Basis | | Amazon 10380 | Amazon.com | | 13.98 |
| 11/1/24 | 80470-100 | Video Games | Amazon 11/1/24 | Video Games | 49.94 | |
| 11/1/24 | Cash Basis | | Amazon 11/1/24 | Amazon.com | | 49.94 |
| | | | 11/7/24 | CK #2025-170E | | 255.53 |
| 11/1/24 | 83700-100 | Supplies - Regional | Amazon 10393 | Badges, Toner, Thermometers | 146.79 | |
| 11/1/24 | Cash Basis | | Amazon 10393 | Amazon.com | | 146.79 |
| 11/1/24 | 83700-200 | Supplies - HQ | Amazon 10397 | Book Stand, Cable Clips | 54.58 | |
| 11/1/24 | Cash Basis | | Amazon 10397 | Amazon.com | | 54.58 |
| 11/1/24 | 83700-200 | Supplies - HQ | Amazon 10398 | Security Mirror | 38.99 | |
| 11/1/24 | Cash Basis | | Amazon 10398 | Amazon.com | | 38.99 |
| 11/1/24 | 80020-100 | Adult Non-Fiction | Amazon 11/1/24.2 | ANF | 73.99 | |
| 11/1/24 | Cash Basis | | Amazon 11/1/24.2 | Amazon.com | | 73.99 |
| 11/2/24 | 85210-100 | Supplies - Adult Programming | Amazon 10399 | Scrapbook Paper, Cutter, Organizer | 119.66 | |
| 11/2/24 | Cash Basis | | Amazon 10399 | Amazon.com | | 119.66 |
| 11/4/24 | 85110-100 | Supplies - Youth Services | Amazon 10407 | Garlands, Magnets, Lanterns, Ornaments | 208.03 | |
| 11/4/24 | Cash Basis | | Amazon 10407 | Amazon.com | | 208.03 |
| 11/6/24 | 83700-200 | Supplies - HQ | Amazon 10401 | Address Labels | 21.87 | |
| 11/6/24 | Cash Basis | | Amazon 10401 | Amazon.com | | 21.87 |
| 11/6/24 | 83700-200 | Supplies - HQ | Amazon 10413 | Packing Tape | 24.38 | |
| 11/6/24 | Cash Basis | | Amazon 10413 | Amazon.com | | 24.38 |
| 11/11/24 | 80470-100 | Video Games | Amazon 11/11/24 | Video Games | 175.83 | |
| 11/11/24 | 80020-100 | Adult Non-Fiction | Amazon 11/11/24 | ANF | 28.22 | |
| 11/11/24 | Cash Basis | | Amazon 11/11/24 | Amazon.com | | 204.05 |
| 11/12/24 | 80470-100 | Video Games | Amazon 11/12/24.1 | Video Games | 52.98 | |
| 11/12/24 | Cash Basis | | Amazon 11/12/24.1 | Amazon.com | | 52.98 |
| 11/12/24 | 80470-100 | Video Games | Amazon 11/12/24.2 | Video Games | 79.99 | |
| 11/12/24 | Cash Basis | | Amazon 11/12/24.2 | Amazon.com | | 79.99 |
| | | | 11/21/24 | CK #2025-189E | | 1,025.31 |

Appomattox Reg Library System
First Connections

For the Period From Jul 1, 2024 to Nov 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 | | |
| 10/10/24 | Payment from FC | | 5,730.65 | |
| 10/31/24 | October Salary & Benefits | 8,111.38 | | |
| 11/25/24 | Payment from FC | | 8,111.38 | |
| 11/30/24 | November Salary & Benefits | 5,730.65 | | |
| 11/30/24 | Ending Balance | | | 5,730.65 |

Unattended Children Policy

The Appomattox Regional Library System welcomes the use of its facilities and services by children of all ages. The library offers its services and programs in ways to make the library appealing to children, to encourage them to visit the library, and to develop a love of books, reading, and libraries.

The Appomattox Regional Library System welcomes children, but any public building such as a library may be unsafe for a child who is left unattended. Libraries and their staff are not licensed or expected to provide childcare. A child of any age left alone at the library without a responsible caregiver may become bored, fatigued, hungry, or frightened. This may lead to behavior that disrupts library services and puts the child at risk. The library therefore encourages parents to consider the safety and welfare of their children as well as the needs of all other library users.

The Appomattox Regional Library System has adopted the following rules for the protection and well-being of the children who enjoy our libraries and to prevent unreasonable disruption of others using the library.

Rules:

1. Children age 12 and older may use the library unattended. However, they must follow the Rules of Conduct adopted by the Library Board.
2. A parent or responsible caregiver age 15 or older must supervise children under the age of 12.
3. Children age five and younger must be within sight and conversation distance of the person responsible for their safety.
4. Parents or caregivers using computers or other resources are still responsible for the behavior of their children and should remain conscious of where their children are and what they are doing.
5. Library programs designed for children under age 10 require that the child's responsible adult be present.
6. The library may bar a child from a library activity or program due to repeated inappropriate behavior.
7. Caregivers must be able to effectively supervise the children and provide contact information for a parent or guardian upon request.
8. The Library Director or designee will notify parent(s) and or guardian(s) of children who exhibit disruptive behaviors in the library.

9. The library assumes no responsibility for the care of any minors on library property. Parents are responsible for their child's behavior. The Library is not responsible for an unattended child while in the building or if they leave the Library premises.
10. Parents or caregivers are responsible for any damage or act of vandalism including the cutting, tearing, defacing, or destroying books, periodicals, equipment, furniture or the facility.
11. The library can request that a child leave the premises if the ARLS Library Code of Conduct is not followed. If a parent believes that their child is not old enough to leave the library unaccompanied, then the child should not be in the library without a parent or caregiver.
12. Any minor (under the age of 18) with mental, physical or emotional disabilities that affect decision-making skills or render supervision necessary must be accompanied by a parent, caregiver or assigned chaperone.
13. At closing time library staff will contact law enforcement regarding any child aged 13 or younger left at the library.
14. If a child wishes to leave the library, the library staff will not stop the child from doing so.
15. Under no circumstances will library staff transport or take a minor away from the library building. Staff members are not permitted to assume responsibility for any child in the absence of an adult or assigned chaperone.

The library acknowledges that the maturity of children at different ages varies. These rules are subject to the discretion of library staff who may apply them to children other than the ages stated above if they deem necessary.

Appomattox Regional Library System
 Revenue and Expenses
 Proposed Budget for FY2026

| fund# | Revenue 10/31/24 | Adopted FY2025 Budget | Total Receipts 7/24 -10/24 | October 2024 Receipts | Total Receipts | Percentage Received | Balance Due | Proposed FY2026 Budget | Percentage Increase or Decrease | Comments |
|-------|----------------------|-----------------------|----------------------------|-----------------------|----------------|---------------------|-------------|------------------------|---------------------------------|--|
| 100 | Carry Over | \$20,000 | \$0 | \$0 | \$0 | 0.0% | \$20,000 | \$20,000 | 0% | |
| 101 | Reserve | \$100,000 | \$0 | \$0 | \$0 | 0.0% | \$100,000 | \$100,000 | 0% | |
| 102 | Hopewell | \$737,544 | \$184,596 | \$184,596 | \$369,191 | 50.1% | \$368,353 | \$760,057 | 3% | |
| 103 | Dinwiddie | \$352,795 | \$88,309 | \$88,309 | \$176,618 | 50.1% | \$176,177 | \$364,696 | 3% | |
| 104 | Prince George | \$705,050 | \$176,467 | \$176,467 | \$352,934 | 50.1% | \$352,116 | \$726,936 | 3% | |
| 105 | State Funds | \$614,920 | \$168,613 | \$168,613 | \$337,225 | 54.8% | \$277,695 | \$674,452 | 10% | The General Assembly increased the amount of state aid to libraries for FY2026. The value is based on the estimate provided by the Library of Virginia |
| 106 | Lost/Damaged/Fees | \$1,000 | \$1,266 | \$299 | \$1,564 | 156.4% | (\$564) | \$5,000 | 400% | Although the library ended fines on overdue materials in FY2024, the library still charges for lost or damaged items |
| 107 | Copying/Fax Receipts | \$25,000 | \$5,989 | \$1,588 | \$7,578 | 30.3% | \$17,422 | \$25,000 | 0% | |

| | | | | | | | | |
|-----|-----------------|--------------------|------------------|------------------|--------------------|--------------|--------------------|--------------------|
| 108 | Endowment Funds | \$16,900 | \$0 | \$0 | \$0 | 0.0% | \$16,900 | \$17,500 |
| 109 | E-Rate Refunds | \$13,000 | \$26,873 | \$0 | \$26,873 | 206.7% | (\$13,873) | \$20,000 |
| 110 | Gifts/Donations | \$1,000 | \$1,160 | \$0 | \$1,160 | 116.0% | (\$160) | \$1,000 |
| 111 | Grants | \$1,000 | \$0 | \$0 | \$0 | 0.0% | \$1,000 | \$1,000 |
| 112 | Other | \$2,700 | \$1,097 | \$91 | \$1,188 | 44.0% | \$1,512 | \$2,700 |
| | TOTALS | \$2,590,909 | \$654,368 | \$619,962 | \$1,274,330 | 49.2% | \$1,316,579 | \$2,718,341 |

The disbursement from the John Randolph Foundation is based on the balance of the library's endowment fund as of December of the applicable fiscal year. Expectation is that there will be growth in the library's fund balance.

54%
0%
0%
0%
5%

| Fund# | EXPENSES 10/31/2024 | FY25 Adopted Budget | TOTAL SPENT 7/1/24 - 10/31/24 | MONTHLY EXPENSES - 10/24 | TOTAL EXPENSES 10/31/24 | PERCENTAGE SPENT | BALANCE | Proposed FY2026 Budget | Percentage Increase or Decrease | Comments |
|------------------------------------|-----------------------------|---------------------|-------------------------------|--------------------------|-------------------------|------------------|--------------------|------------------------|---------------------------------|---|
| Personnel | | | | | | | | | | |
| 200 | MLS Salaries & Wages | \$539,151 | \$129,637 | \$61,534 | \$191,171 | 35.5% | \$347,981 | \$560,323 | 4% | The proposed budget includes a 4% COLA increase in salaries and wages. However, two of the more senior professional staff retired in FY2024. |
| 201 | Non-MLS Salary & Wages | \$729,849 | \$158,850 | \$82,855 | \$241,705 | 33.1% | \$488,144 | \$755,138 | 3% | The proposed budget includes a 4% COLA increase in salaries and wages. Two new non-professional staff positions are included in the requested funding. |
| 202 | Benefits for Staff/Retirees | \$370,965 | \$71,290 | \$28,765 | \$100,054 | 27.0% | \$270,911 | \$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 | \$359,777 | \$173,153 | \$532,930 | 32.5% | \$1,107,036 | \$1,645,461 | 0% | |
| Books & Materials | | | | | | | | | | |
| 300 | Books | \$105,000 | \$14,582 | \$5,557 | \$20,138 | 19.2% | \$84,862 | \$108,900 | 4% | |
| 301 | Leased Materials | \$16,000 | \$0 | \$0 | \$0 | 0.0% | \$16,000 | \$18,500 | 16% | Increase is due to availability and cost associated with best sellers acquired through the lease program. |
| 302 | Standing Order Books | \$33,475 | \$7,868 | \$1,977 | \$9,845 | 29.4% | \$23,630 | \$36,560 | 9% | |
| 303 | Print News & Periodicals | \$10,000 | \$0 | \$158 | \$158 | 1.6% | \$9,842 | \$9,000 | -10% | |
| 304 | Audiovisual Materials | \$32,000 | \$5,566 | \$1,498 | \$7,064 | 22.1% | \$24,936 | \$35,070 | 10% | |
| 305 | Electronic Materials | \$8,000 | \$35,850 | \$0 | \$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 | \$1,708 | \$0 | \$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 | \$11,118 | \$2,087 | \$13,205 | 33.0% | \$26,795 | \$55,000 | 38% | The library is expanding its downloadable collection acquired through Overdrive/Libby |
| Total Books & Materials | | \$250,675 | \$76,692 | \$11,277 | \$87,968 | 35.1% | \$162,707 | \$294,530 | 17% | |

Capital Expenditures

| Fund# | EXPENSES 10/31/2023 | FY25 Adopted Budget | TOTAL SPENT 7/1/24 - 10/31/24 | MONTHLY EXPENSES - 10/24 | TOTAL EXPENSES 10/31/24 | PERCENTAGE SPENT | BALANCE | Proposed FY2026 Budget | Percentage Increase or Decrease | Comments |
|-------|---|---------------------|-------------------------------|--------------------------|-------------------------|------------------|------------------|------------------------|---------------------------------|--|
| 400 | Library Non-Computer Equip., Furniture & Fixtures | \$90,000 | \$1,688 | \$1,060 | \$2,748 | 3.1% | \$87,252 | \$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 | \$9,718 | \$2,664 | \$12,382 | 19.0% | \$52,618 | \$70,000 | 8% | Continuation of Technology Replacement Schedule; purchase of digital conversion equipment and 3D printers to create a Makerspace |
| | Total Capital Expenditures Contractual | \$155,000 | \$11,406 | \$3,724 | \$15,130 | 9.8% | \$139,870 | \$150,000 | -3% | |
| 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 | \$33,102 | \$1,557 | \$34,658 | 55.9% | \$27,342 | \$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% | |
| 505 | Computer Support/Service Calls | \$70,000 | \$35,153 | \$9,130 | \$44,283 | 63.3% | \$25,717 | \$110,000 | 57% | Change in IT Support contractor for a fixed monthly charge in place of a hourly billable rate |
| 507 | Telecomm Internet Line Charges | \$40,000 | \$9,397 | \$3,575 | \$12,972 | 32.4% | \$27,028 | \$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 | \$35 | \$1,801 | \$1,836 | 18.4% | \$8,164 | \$5,000 | -50% | |
| | Total Contractual Facilities/Maint./Operations | \$209,600 | \$80,298 | \$16,082 | \$96,380 | 46.0% | \$113,220 | \$262,600 | 25% | |
| 600 | Equip. Repair & Maintenance | \$7,000 | \$141 | \$1,340 | \$1,481 | 21.2% | \$5,519 | \$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 | \$18,900 | \$6,300 | \$25,200 | 32.9% | \$51,450 | \$76,650 | 0% | |
| 603 | Supplies | \$20,000 | \$4,759 | \$2,617 | \$7,376 | 36.9% | \$12,624 | \$20,000 | 0% | |

| | | | | | | | | | |
|--|------------------|-----------------|-----------------|------------------|--------------|------------------|------------------|-----------|---|
| 604 Travel / Workshops /Conf. Fees | \$5,000 | \$1,668 | \$847 | \$2,515 | 50.3% | \$2,485 | \$15,000 | 200% | 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. |
| 605 Training / Education | \$2,000 | \$1,462 | \$0 | \$1,462 | 73.1% | \$538 | \$2,000 | 0% | |
| 606 Utilities | \$3,750 | \$1,124 | \$88 | \$1,212 | 32.3% | \$2,538 | \$3,750 | 0% | |
| 607 Telephone (Voice) | \$13,600 | \$2,224 | \$645 | \$2,870 | 21.1% | \$10,730 | \$13,600 | 0% | |
| 608 Insurance | \$12,750 | \$744 | \$0 | \$744 | 5.8% | \$12,006 | \$12,750 | 0% | |
| 609 Vehicle Maintenance & Fuel | \$5,000 | \$695 | \$0 | \$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 | \$300 | \$2,312 | 46.2% | \$2,688 | \$3,000 | -40% | |
| 612 Organization/Association Dues | \$3,500 | \$105 | \$0 | \$105 | 3.0% | \$3,395 | \$3,500 | 0% | |
| 613 Postage | \$5,500 | \$2,079 | \$604 | \$2,683 | 48.8% | \$2,817 | \$6,000 | 9% | |
| 614 Janitorial | \$94,000 | \$23,552 | \$8,097 | \$31,648 | 33.7% | \$62,352 | \$94,000 | 0% | |
| 615 Other Building Maintenance | \$9,000 | \$14,315 | \$334 | \$14,649 | 162.8% | (\$5,649) | \$20,000 | 122% | Continued painting and refreshing or refurbishing of flooring |
| Total Facilities/Maint./Operations Programs/Activites/Other | \$281,750 | \$90,346 | \$21,172 | \$111,517 | 39.6% | \$170,233 | \$301,250 | 7% | Comments |
| 700 YS Summer Reading Program | \$7,000 | \$0 | \$0 | \$0 | 0.0% | \$7,000 | \$7,000 | 0% | |
| 701 YS Programming & Supplies | \$6,000 | \$1,336 | \$918 | \$2,254 | 37.6% | \$3,746 | \$7,500 | 25% | |
| 703 Adult Programming & Supplies | \$9,000 | \$1,120 | \$525 | \$1,644 | 18.3% | \$7,356 | \$9,000 | 0% | |

| Fund# | EXPENSES 10/31/2023 | FY25 Adopted Budget | TOTAL SPENT 7/1/24 - 10/31/24 | MONTHLY EXPENSES - 10/24 | TOTAL EXPENSES 10/31/24 | 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% | The library decreased its planned deposit to its Reserve account in FY2025 in order to fund improvements to the Rohoic Library. The deposit amount is set at its previous expected contribution for FY2026. |
| 709 | Misc. Professional Serv. & Other | \$11,769 | \$6,255 | \$1,394 | \$7,649 | 65.0% | \$4,120 | \$20,000 | 70% | |
| | Total Programs/Activ./Other | \$39,119 | \$8,710 | \$2,837 | \$11,548 | 29.5% | \$27,572 | \$64,500 | 65% | |
| | GRAND TOTALS | \$2,576,109 | \$627,229 | \$228,245 | \$855,473 | 33.2% | \$1,720,636 | \$2,718,341 | 6% | |