

# APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

February 26, 2025

Prince George Library

1:00 p.m.

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

**February 26, 2025**

**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 – December 11, 2024

Minutes – January 15, 2025

Statistical Report – dated February 19, 2025

Financial Report – dated February 19, 2025

Bills for Review

**Communications:**

**Citizen Comments:**

**Report of Library Director:**

- R1.** Staff Update
- R2.** FY2026 Budget
- R3.** Annual January Food Drive
- R4.** Report on Rohoic Refresh Project
- R5.** Animals Along the Appomattox – April
- R6.** Consideration on Changes to Board Meeting Scheduling

**Committee Reports:**

**New Business:**

**Unfinished Business:**

**Adjournment**

**Next meeting on March 19, 2025 at 1:00 pm at the Hopewell Library**

**Appomattox Regional Library System  
Board of Trustees Regular Meeting  
Minutes of January 15, 2025**

**Call to Order:** The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, January 15, 2025, at the Rohoic Library located at the Eastside Community Enhancement Center, 7301 Boydton Plank Rd., N. Dinwiddie, Virginia. In the absence of Randi Hawkins, chair, Sandra E. Ruffin, vice chair, called the meeting to order at 1:10 p.m.

There was no discussion of substantive business due to the lack of a quorum.

**Trustees present:**

Dinwiddie County: Dr. Sandra E. Ruffin

Hopewell City: Mr. William Stewart

Prince George County: Ms. Angela Bennett

**Trustees absent:**

Dinwiddie County: Ms. Randi Hawkins and Ms. Schneria Valentine

Hopewell City: Mr. Larry Pankey, treasurer

Prince George County: Ms. Amanda Binford

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

At the beginning of this meeting, Board members held an informal session concerning an unfinished personnel matter.

**Approval of agendas:** No action due to lack of a quorum

**Communications:** None

**Citizen Comments:** None

**Report of Library Director**

**R1. Staff Update** -The Hopewell Library is currently seeking a part-time circulation position. Several applications have been submitted, and it is expected to fill the position quickly.

Hopewell City continues to have a vacant Board position. Dr. Ruffin has received a letter of reappointment to the Board of Trustees for another four-year term. She has communicated with the Board concerning this reappointment.

**R2. FY2026 Budget** – Copies of the budget will be available for review prior to the next Board meeting.

**R3. Report on FY2026 Long Range Plan Progress** – Mr. Wiegard, assistant director, and staff have begun developing of a public survey with about ten questions that will assist in development of the plan. Staff plans to have the survey available in February and plans to have a draft of the long-range plan at the July Board meeting and adoption at the September or October meeting.

**Appomattox Regional Library System**  
**Minutes of January 15, 2025**  
**Page 2**

**R4. Report on Rohoic Refresh Project** – Rohoic staff is currently working at the Dinwiddie Library. Collections have been boxed and labeled for storage. No additional space is being acquired through this project; however, reconfiguring will make a significant difference in serving its patrons. Reopening is scheduled for March 2025.

**R5. Annual January Food Drive:** The donated food items will be given to families in the respective jurisdictions.

**Committee reports:** None

**New Business:** None

**Unfinished Business:**

For the next Board meeting, the director will draft a proposed provision concerning use of the libraries' meeting rooms by civic groups after hours of operation.

**Adjournment:**

The next Board meeting will be held on February 19, 2025, at 1 p.m., at the Prince George Library, located at 6605 Courts Drive, Prince George, Virginia.

With no further discussion, Vice Chair Sandra Ruffin called for adjournment. On the motion of Ms. Bennett, the meeting adjourned at 2:36 p.m.

**Sandra E. Ruffin, Ed.D., Secretary**  
**Appomattox Regional Library System**  
**[Sandra.Ruffin1948@outlook.com](mailto:Sandra.Ruffin1948@outlook.com)**

**Appomattox Regional Library System  
Board of Trustees Regular Meeting  
Minutes of December 11, 2024 (revised)**

**Call to Order:** The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, December 11, 2024, at the Hopewell Library located at 209 East Cawson St., Hopewell, Virginia. Chairperson Randi Hawkins called the meeting to order at 1 p.m.

**Trustees present:** Dinwiddie: Randi Hawkins, Chairperson, Sandra E. Ruffin, Vice Chairperson and Secretary; Prince George: Amanda Binford and Danielle Roache; Hopewell: William Stewart.

**Trustees absent:** Dinwiddie: Schneria Valentine; Prince George: Angela Bennett; Hopewell: Larry Pankey, Treasurer.

A vacant trustee position continues in Hopewell.

**Staff present:** Brian Manning, Regional Library Director; Briana Terry, Administrative and Personnel Services Manager; and Ginger Mauler, Branch Services Manager

Approval of Agenda and Consent Agenda: Ms. Binford moved to approve the agenda and consent agenda, Mr. Stewart seconded, and the motion was carried. The consent agenda included the minutes of the meeting held on October 16, 2024, Statistical Report, dated December 11, 2024, Financial Report dated December 11, 2024, and bills for review.

**Communications:** None

**Citizen comments:** None

**Report of the Library Director, Mr. Manning**

**R1. Staff Update:** All positions are currently filled.

**R2. Draft FY2026 Budget and Submission to Jurisdiction.** (See new business.)

**R3. FY2025 Report on Long Range Plan Progress.** Long range planning meetings have continued. Regular meetings are scheduled. A survey will be used to obtain public input.

**R4. Unattended Child Policy.** Ms. Binford moved to approve the Unattended Child Policy and Mr. Stewart seconded. The motion was carried. The policy manual will be updated to include the Unattended Child Policy and posted on the Library's website.

**R5. Civic Groups using Library Meeting Spaces.** Policy review was postponed for the January 2025 Board meeting.

**R6. Annual January Food Drive.** The annual food drive will be held at each library. The food collections are given to the food bank in each district. A report will be given at the February 2025 Board meeting.

**R7. Annual Holiday Gathering.** The annual holiday gathering will be held on December 13, 2024, at the Hopewell Library beginning 6 p.m.

**New Business: Approval of FY2026.**

Dr. Ruffin moved to approve the proposed FY2026 budget to be submitted to local jurisdictions, and Mr. Stewart seconded. The motion was carried.

**Other Business:** Mr. Manning announced training for full-time staff on January 27, 2025, and the need to close the Hopewell Library where the training will be held. Mr. Stewart motioned to close the Hopewell Library on January 27, 2025; Ms. Binford seconded. The motion was carried.

**Adjournment:** The next Board meeting will be held on Wednesday, January 15, 2025, at the Rohoic Library, located at the Eastside Community Enhancement Center, 7301 Boydton Plank Rd., North Dinwiddie, Virginia.

With no further business for discussion, Chairperson Randi Hawkins called for a motion to adjourn. On the motion to adjourn by Dr. Ruffin and seconded by Mr. Stewart, the motion was carried. The meeting adjourned at 2:05 p.m.

Submitted by:  
Dr. Sandra E. Ruffin, Secretary  
December 30, 2024

Statistical Report  
December 11, 2024

Statistical Report - FY2025  
Circulation Data All Locations:

% of Chg  
by  
Month

CHANGE  
FROM  
FY24

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	CHANGE FROM FY24
Burrowsville	FY21	3	27	21	50	130	126	122	104	153	206	198	308	1,448		
	FY22	213	353	323	319	297	342	297	351	326	294	265	324	3,704		
	FY23	250	244	286	275	307	274	350	329	400	618	496	532	4,361		
	FY24	406	452	459	399	360	330	417	299	344	369	310	297	4,442		
	FY25	462	504	379	466	388	361	329						2,889	-21%	6%

Carson Depot	FY21	7,346	4,776	4,591	469	509	521	595	621	749	705	716	699	22,297		
	FY23	823	958	873	936	660	665	666	731	635	711	607	735	9,000		
	FY23	766	863	849	732	539	612	744	663	791	672	884	992	9,107		
	FY24	776	722	756	715	663	701	737	690	684	710	912	774	8,840		
	FY25	779	834	821	670	629	711	634						5,078	-14%	0%

Dinwiddie	FY21	53	371	513	720	683	841	827	649	856	805	868	1,048	8,234		
	FY22	1,340	1,598	1,380	1,561	1,395	1,324	1,233	1,327	1,789	1,745	1,445	1,650	17,787		
	FY23	1,603	1,677	1,436	1,491	1,392	1,336	1,390	1,542	1,685	1,385	1,573	1,944	18,454		
	FY24	1,808	1,873	1,583	1,388	1,451	1,655	1,670	1,640	1,566	1,506	1,768	1,831	19,739		
	FY25	1,823	1,752	1,612	1,879	1,418	1,657	1,483						11,624	-11%	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	566	682	706	658	477	514	501	533	675	662	800	7,174		
	FY25	641	658	447	428	300	359	282						3,115	-45%	-22%

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	7,144	6,869						60,990	-19%	0%

Statistical Report  
December 11, 2024

% of Chg  
by  
Month

Change  
from  
FY24

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	Change from FY24
McKenney	FY21	6	83	219	210	206	396	354	409	453	460	421	563	3,780		
	FY22	610	738	590	594	687	568	619	596	694	849	860	1,030	8,435		
	FY23	1,088	1,236	1,164	1,088	957	852	1,009	971	1,343	918	1,085	1,095	12,806		
	FY24	1,123	1,353	1,197	1,254	1,142	1,055	1,240	1,250	1,361	1,181	959	1,329	14,444		
	FY25	1,320	1,228	1,203	1,136	956	1,094	913						7,850	-26%	-6%

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	6,793	7,417						59,176	62%	84%

Rohoic	FY21	7	95	40	69	46	86	116	194	256	207	251	323	1,690		
	FY22	568	595	539	789	616	626	863	866	1,077	967	1,114	970	9,590		
	FY23	1,005	888	884	984	889	910	928	1,176	1,419	1,217	1,112	1,411	12,823		
	FY24	1,332	1,378	1,433	1,377	1,242	961	1,063	1,206	1,161	1,046	1,468	1,128	14,795		
	FY25	1,220	1,197	1,086	1,130	935	965	262						6,795	-75%	-23%

Rohoic is closed from January through March for renovation and improved furnishings

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	3,146	3,573						21,101	57%	35%

ARLS Totals	FY21	15,860	17,748	18,846	13,978	14,008	14,490	16,875	15,166	17,112	15,961	16,451	18,453	194,948		
	FY22	17,646	18,908	17,498	17,667	15,463	15,748	16,556	16,526	19,235	18,742	18,885	19,860	212,734		
	FY23	21,596	23,681	20,001	18,983	17,216	16,782	18,697	18,639	21,508	19,988	21,687	24,430	243,208		
	FY24	23,621	24,327	21,413	21,288	19,500	18,342	20,933	23,119	24,320	25,809	26,668	28,831	278,171		
	FY25	30,813	28,643	25,934	27,251	21,985	22,230	21,762	0	0	0	0	0	178,618	4%	20%

Statistical Report  
December 11, 2024

PATRON VISITS FY2025	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	227	154	103	158	109	71	92	0	0	0	0	0	914
Carson Depot	181	211	181	169	123	128	157	0	0	0	0	0	1,150
Dinwiddie	605	527	511	622	404	536	434	0	0	0	0	0	3,639
Disputanta	175	177	133	116	94	116	106	0	0	0	0	0	917
Hopewell	15,205	13,781	12,320	13,998	9,979	12,552	9,685	0	0	0	0	0	87,520
McKenney	406	398	382	374	305	276	392	0	0	0	0	0	2,533
Prince George	6,018	5,899	5,409	5,415	4,092	3,772	4,095	0	0	0	0	0	34,700
Rohoic	419	415	476	454	277	307	0	0	0	0	0	0	2,348
<b>TOTAL</b>	<b>23,236</b>	<b>21,562</b>	<b>19,515</b>	<b>21,306</b>	<b>15,383</b>	<b>17,758</b>	<b>14,961</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>133,721</b>
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	178	144	146	162	114	88	135	0	0	0	0	0	967
Meeting Room Users	1,055	892	456	870	787	549	835	0	0	0	0	0	5,444
Book Group	8	7	16	16	11	0	15	0	0	0	0	0	73
Adult Program**	576	716	413	617	257	244	165	0	0	0	0	0	2,988
Non-SRP Child Program	0	0	285	1,341	839	2,103	766	0	0	0	0	0	5,334
Non-SRP Teen Program	0	0	20	29	8	21	2	0	0	0	0	0	80
Storytime	427	465	540	603	285	275	360	0	0	0	0	0	2,955
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	300	75	0	0	0	0	0	3,094
Notary Services	64	66	39	34	28	49	40	0	0	0	0	0	320
Database Usage	1,645	2,364	450	590	676	245	475	0	0	0	0	0	6,445
<b>TOTALS</b>	<b>6,754</b>	<b>7,366</b>	<b>2,538</b>	<b>5,202</b>	<b>3,654</b>	<b>3,874</b>	<b>2,868</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,256</b>

\*\*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	30	26	0	0	0	0	0	273
Carson Depot	72	36	61	56	81	39	56	0	0	0	0	0	401
Dinwiddie	209	190	192	191	123	158	164	0	0	0	0	0	1,227
Disputanta	58	63	43	28	32	42	31	0	0	0	0	0	297
Hopewell	1,566	1,484	1,580	2,050	1,261	1,183	1,141	0	0	0	0	0	10,265
McKenney	145	142	132	141	137	106	89	0	0	0	0	0	892
Prince George	935	1,088	890	932	717	858	839	0	0	0	0	0	6,259
Rohoic	146	127	120	103	84	75	1	0	0	0	0	0	656
<b>TOTALS</b>	<b>3,173</b>	<b>3,179</b>	<b>3,056</b>	<b>3,556</b>	<b>2,468</b>	<b>2,491</b>	<b>2,347</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,270</b>
<b>Computer Use</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
Burrowsville Workstation	11	8	6	13	6	4	2	0	0	0	0	0	50
WIFI	13	13	20	22	14	15	13	0	0	0	0	0	110
Carson Depot Workstation	25	23	28	28	22	14	9	0	0	0	0	0	149
WIFI	30	33	38	30	34	36	27	0	0	0	0	0	228
Dinwiddie Workstation	57	42	49	85	55	43	26	0	0	0	0	0	357
WIFI	34	38	26	42	44	37	29	0	0	0	0	0	250
Disputanta Workstation	39	59	58	18	28	14	4	0	0	0	0	0	220
WIFI	98	114	70	46	105	134	98	0	0	0	0	0	665
Hopewell Workstation	1,371	1,499	1,322	1,415	1,145	1,284	1,152	0	0	0	0	0	9,188
WIFI	932	934	838	921	631	662	634	0	0	0	0	0	5,552
McKenney Workstation	43	54	44	43	45	51	21	0	0	0	0	0	301
WIFI	47	43	27	35	29	37	47	0	0	0	0	0	265
Prince George Workstation	401	397	336	293	258	262	126	0	0	0	0	0	2,073
WIFI	320	324	329	352	239	226	278	0	0	0	0	0	2,068
Rohoic Workstation	22	14	26	32	13	11	0	0	0	0	0	0	118
WIFI	32	29	36	27	29	20	29	0	0	0	0	0	202
<b>TOTALS</b>	<b>3,475</b>	<b>3,624</b>	<b>3,253</b>	<b>3,402</b>	<b>2,697</b>	<b>2,850</b>	<b>2,495</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,796</b>

Hotspot Circulation 135 119 123 124 96 118 108 823

**Appomattox Regional Library System**

**Revenue and Expenses**

**July 1, 2024 - June 30, 2025**

fund#	Revenue 12/31/24	Adopted FY2025 Budget	Receipts to Previous Month	Monthly Receipts - 12/24	Total Receipts - 12/31/24	Percentage Received	Balance Due
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$737,544	\$369,191	\$184,596	\$553,787	75.1%	\$183,758
103	Dinwiddie	\$352,795	\$176,618	\$88,309	\$264,926	75.1%	\$87,869
104	Prince George	\$705,050	\$352,934	\$176,467	\$529,400	75.1%	\$175,650
105	State Funds	\$614,920	\$337,225	\$168,613	\$505,838	82.3%	\$109,083
106	Lost/Damaged/Fees	\$1,000	\$2,077	\$408	\$2,485	248.5%	(\$1,485)
107	Copying/Fax Receipts	\$25,000	\$10,907	\$1,543	\$12,451	49.8%	\$12,549
108	Endowment Funds	\$16,900	\$0	\$18,600	\$18,600	110.1%	(\$1,700)
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	\$2,050	\$356	\$2,405	89.1%	\$295
	<b>TOTALS</b>	<b>\$2,590,909</b>	<b>\$1,279,034</b>	<b>\$638,890</b>	<b>\$1,917,925</b>	<b>74.0%</b>	<b>\$672,984</b>

Fund#	EXPENSES 12/31/2024	FY25 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 12/24	TOTAL EXPENSES 12/31/24	PERCENTAGE SPENT	BALANCE
	<b>Personnel</b>						
200	MLS Salaries & Wages	\$539,151	\$275,384	\$41,022	\$316,407	58.7%	\$222,745
201	Non-MLS Salary & Wages	\$729,849	\$350,232	\$49,341	\$399,573	54.7%	\$330,276
202	Benefits for Staff/Retirees	\$370,965	\$150,818	\$24,431	\$175,248	47.2%	\$195,717
	<b>Total Personnel</b>	<b>\$1,639,965</b>	<b>\$776,434</b>	<b>\$114,794</b>	<b>\$891,228</b>	<b>54.3%</b>	<b>\$748,738</b>
	<b>Books &amp; Materials</b>						
300	Books	\$105,000	\$44,107	\$17,269	\$61,376	58.5%	\$43,624
301	Leased Materials	\$16,000	\$0	\$0	\$0	0.0%	\$16,000
302	Standing Order Books	\$33,475	\$12,986	\$2,058	\$15,044	44.9%	\$18,431
303	Print News & Periodicals	\$10,000	\$5,496	\$905	\$6,400	64.0%	\$3,600
304	Audiovisual Materials	\$32,000	\$12,859	\$3,986	\$16,846	52.6%	\$15,154
305	Electronic Materials	\$8,000	\$37,879	\$0	\$37,879	473.5%	(\$29,879)
306	Material Services Supplies	\$6,000	\$2,371	\$0	\$2,371	39.5%	\$3,629
308	Restricted - Donation/Grant	\$200	\$0	\$0	\$0	0.0%	\$200
310	Econtent	\$40,000	\$17,720	\$17,262	\$34,982	87.5%	\$5,018
	<b>Total Books &amp; Materials</b>	<b>\$250,675</b>	<b>\$133,416</b>	<b>\$41,480</b>	<b>\$174,896</b>	<b>69.8%</b>	<b>\$75,779</b>
	<b>Capital Expenditures</b>						
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$90,000	\$50,585	\$125	\$50,710	56.3%	\$39,290
401	Computer Hardware	\$65,000	\$13,714	\$10,352	\$24,066	37.0%	\$40,934
	<b>Total Capital Expenditures</b>	<b>\$155,000</b>	<b>\$64,299</b>	<b>\$10,477</b>	<b>\$74,776</b>	<b>48.2%</b>	<b>\$80,224</b>
	<b>Contractual</b>						
500	Lyrasis ILL Services	\$3,100	\$19	\$1,142	\$1,162	37.5%	\$1,938
	Software & Web Based App.						
501	Licensing Contracts	\$62,000	\$41,088	\$5,230	\$46,318	74.7%	\$15,682
502	Audit	\$21,500	\$0	\$5,350	\$5,350	24.9%	\$16,150
503	Cataloging MARC Records	\$3,000	\$2,611	\$0	\$2,611	87.0%	\$389
505	Computer Support/Service Calls	\$70,000	\$73,333	\$14,989	\$88,322	126.2%	(\$18,322)

Fund#	EXPENSES 12/31/2024	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	\$20,114	\$4,102	\$24,216	60.5%	\$15,784
508	Printing and Publications	\$10,000	\$3,221	\$553	\$3,774	37.7%	\$6,226
	<b>Total Contractual</b>	<b>\$209,600</b>	<b>\$140,387</b>	<b>\$31,366</b>	<b>\$171,753</b>	<b>81.9%</b>	<b>\$37,847</b>
	<b>Facilities/Maint./Operations</b>						
600	Equip. Repair & Maintenance	\$7,000	\$2,352	\$44	\$2,396	34.2%	\$4,604
601	TLC Maintenance Contract	\$16,500	\$16,492	\$0	\$16,492	100.0%	\$8
602	Facilities and Rent	\$76,650	\$37,800	\$6,300	\$44,100	57.5%	\$32,550
603	Supplies	\$20,000	\$13,256	(\$660)	\$12,596	63.0%	\$7,404
604	Travel / Workshops /Conf. Fees	\$5,000	\$3,707	\$214	\$3,921	78.4%	\$1,079
605	Training / Education	\$2,000	\$1,462	\$0	\$1,462	73.1%	\$538
606	Utilities	\$3,750	\$1,668	\$357	\$2,025	54.0%	\$1,725
607	Telephone (Voice)	\$13,600	\$4,148	\$714	\$4,862	35.7%	\$8,738
608	Insurance	\$12,750	\$744	\$0	\$744	5.8%	\$12,006
609	Vehicle Maintenance & Fuel	\$5,000	\$1,820	\$0	\$1,820	36.4%	\$3,180
610	Job & Contracting Advertising	\$2,500	\$74	\$0	\$74	3.0%	\$2,426
611	Promotional Advertising	\$5,000	\$2,401	\$0	\$2,401	48.0%	\$2,599
612	Organization/Association Dues	\$3,500	\$840	\$165	\$1,005	28.7%	\$2,495
613	Postage	\$5,500	\$2,693	\$958	\$3,651	66.4%	\$1,849
614	Janitorial	\$94,000	\$46,883	\$7,516	\$54,399	57.9%	\$39,601
615	Other Building Maintenance	\$9,000	\$15,207	\$514	\$15,721	174.7%	(\$6,721)
	<b>Total</b>	<b>\$281,750</b>	<b>\$151,546</b>	<b>\$16,122</b>	<b>\$167,668</b>	<b>59.5%</b>	<b>\$114,082</b>
	<b>Facilities/Maint./Operations</b>						
	<b>Programs/Activites/Other</b>						
700	YS Summer Reading Program	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
701	YS Programming & Supplies	\$6,000	\$2,977	\$351	\$3,328	55.5%	\$2,672
703	Adult Programming & Supplies	\$9,000	\$2,762	\$557	\$3,319	36.9%	\$5,681

Fund#	EXPENSES 12/31/2024	FY25 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 12/24	TOTAL EXPENSES 12/31/24	PERCENTAGE SPENT	BALANCE
704	Local History Collection/Progs.	\$350	\$0	\$350	\$350	100.0%	\$0
705	Reserve	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
709	Misc. Professional Serv. & Other	\$11,769	\$9,995	\$1,005	\$11,000	93.5%	\$769
	<b>Total Programs/Activ./Other</b>	<b>\$39,119</b>	<b>\$15,735</b>	<b>\$2,263</b>	<b>\$17,998</b>	<b>46.0%</b>	<b>\$21,121</b>
	<b>GRAND TOTALS</b>	<b>\$2,576,109</b>	<b>\$1,281,817</b>	<b>\$216,502</b>	<b>\$1,498,319</b>	<b>58.2%</b>	<b>\$1,077,790</b>

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/2/25	2025-245E	83700-100	Invoice: Amazon 10522	29.39	
1/2/25	2025-245E	85210-100	Invoice: Amazon 10477	8.89	
1/2/25	2025-245E	85110-100	Invoice: Amazon 10475	74.67	
1/2/25	2025-245E	85210-100	Invoice: Amazon 10476	77.34	
1/2/25	2025-245E	85110-100	Invoice: Amazon 10452.1	16.26	
1/2/25	2025-245E	81100-100	Invoice: Amazon 10523	125.16	
1/2/25	2025-245E	83700-100	Invoice: Amazon 10527	66.34	
1/2/25	2025-245E	83700-100	Invoice: Amazon 10525	41.95	
1/2/25	2025-245E	10006-100	Amazon.com		440.00
1/2/25	2025-246E	80020-100	Invoice: 5019253008	127.74	
1/2/25	2025-246E	80020-100	Invoice: 5019253009	211.54	
1/2/25	2025-246E	80020-100	Invoice: 5019253010	101.77	
1/2/25	2025-246E	80020-100	Invoice: 5019253007	89.97	
1/2/25	2025-246E	80020-100	Invoice: 5019253006	142.54	
1/2/25	2025-246E	80020-100	Invoice: 5019249049	228.58	
1/2/25	2025-246E	10006-100	Baker & Taylor #8299 60 019 0107136		902.14
1/2/25	2025-247E	82600-430	Internet - Disputanta	304.07	
1/2/25	2025-247E	10006-100	Comcast Communications #8299 60 021 0013348		304.07
1/2/25	2025-248E	84100-440	Telephone - McKenney #8299 60 021 0013348	47.90	
1/2/25	2025-248E	82600-440	Internet - McKenney	412.58	
1/2/25	2025-248E	10006-100	Comcast Communications		460.48
1/2/25	2025-249E	84100-100	Telephone - Regional	156.80	
1/2/25	2025-249E	10006-100	Clearfly		156.80
1/2/25	2025-250E	84000-200	Utilities - HQ	5.18	
1/2/25	2025-250E	84000-410	Utilities - Carson	5.18	
1/2/25	2025-250E	84000-480	Utilities - Burrowsville	5.19	
1/2/25	2025-250E	10006-100	Diamond Springs		15.55
1/2/25	2025-251E	84000-410	Utilities - Carson	248.49	
1/2/25	2025-251E	10006-100	Dominion Energy Virginia		248.49
1/2/25	2025-252E	81210-200	Security Cameras Huntington Technology	1,332.00	
1/2/25	2025-252E	10006-100	Finance		1,332.00
1/2/25	2025-253E	80230-100	Invoice: 67771111	7.18	
1/2/25	2025-253E	80230-100	Invoice: 67771110	54.05	
1/2/25	2025-253E	80200-100	Invoice: 67771109	14.99	
1/2/25	2025-253E	80038-100	Invoice: 67771108	21.14	
1/2/25	2025-253E	80030-100	Invoice: 67771107	17.13	
1/2/25	2025-253E	80210-100	Invoice: 67771106	36.12	
1/2/25	2025-253E	10006-100	Ingram Library Services		150.61
1/2/25	2025-254E	80440-100	Invoice: 506465007	582.08	
1/2/25	2025-254E	80410-100	Invoice: 506465008	103.52	
1/2/25	2025-254E	80405-100	Invoice: 506465050	714.29	
1/2/25	2025-254E	80405-100	Invoice: 506497204	241.19	
1/2/25	2025-254E	80410-100	Invoice: 506497202	108.13	
1/2/25	2025-254E	80440-100	Invoice: 506497205	42.08	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/2/25	2025-254E	10006-100	Midwest Tape		1,791.29
1/2/25	2025-255E	81210-100	Desktops - 6	7,687.88	
1/2/25	2025-255E	82460-100	Labor & Installation	2,250.00	
1/2/25	2025-255E	10006-100	Orion Network Solutions LLC		9,937.88
1/2/25	2025-256E	84700-100	Quarterly Lease Jan - Apr Pitney Bowes Global Financial	354.15	
1/2/25	2025-256E	10006-100	Services		354.15
1/2/25	2025-257E	20200-200	Sam's 1/8/25	238.67	
1/2/25	2025-257E	10006-100	Sam's Club Direct		238.67
1/2/25	44269	80010-100	Invoice: B6909074	94.49	
1/2/25	44269	80025-100	Invoice: B6905821	89.18	
1/2/25	44269	80025-100	Invoice: B6907784	196.30	
1/2/25	44269	80025-100	Invoice: B6909286	56.20	
1/2/25	44269	80025-100	Invoice: B6903588	117.40	
1/2/25	44269	10006-100	Brodart Co.		553.57
1/2/25	44270	80260-100	Invoice: 86032261	100.46	
1/2/25	44270	80260-100	Invoice: 86073892	77.97	
1/2/25	44270	80260-100	Invoice: 86032183	131.20	
1/2/25	44270	80260-100	Invoice: 86074450	62.97	
1/2/25	44270	80260-100	Invoice: 86024678	257.52	
1/2/25	44270	80260-100	Invoice: 86078148	49.48	
1/2/25	44270	10006-100	Cengage Learning Inc/Gale		679.60
1/2/25	44271	82910-200	Copier - Usage Charge	25.10	
1/2/25	44271	82910-200	Copier - Base Charge	19.09	
1/2/25	44271	10006-100	Canon USA, Inc.		44.19
1/2/25	44272	85110-100	Candy	31.47	
1/2/25	44272	10006-100	Sarah Finch		31.47
1/2/25	44273	85110-100	Table Covers	10.53	
1/2/25	44273	10006-100	Deborah Wright		10.53
1/2/25	44274	83810-200	Travel - HQ 11/13/24, 11/14/24, 12/11/24	77.56	
1/2/25	44274	83810-200	Travel - HQ 12/12/24	9.89	
1/2/25	44274	10006-100	Rija Mughal		87.45
1/2/25	44275	85200-100	Yoga - 12/2, 12/9, 12/16, 12/23	160.00	
1/2/25	44275	10006-100	Sharon Jadrnak		160.00
1/2/25	44276	84900-200	Bed Bug K-9 Inspection	400.00	
1/2/25	44276	10006-100	Loyal Termite & Pest Control		400.00
1/2/25	44277	84900-200	Monitoring of Alarms - HQ	55.00	
1/2/25	44277	84900-450	Monitoring of Alarms - PG	59.00	
1/2/25	44277	10006-100	Petersburg Alarm Company, Inc.		114.00
1/2/25	44278	85800-100	Recycling of Phones, Faxes, Batteries	212.00	
1/2/25	44278	10006-100	Securis		212.00
1/9/25	200805	21000-100	Federal Taxes Withheld	2,805.29	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			Social Security Taxes		
1/9/25	200805	22000-100	Withheld	2,718.38	
1/9/25	200805	22000-100	FC Social Security	134.28	
1/9/25	200805	22000-100	ARLS Social Security	2,584.10	
1/9/25	200805	23000-100	Medicare Taxes Withheld	635.76	
1/9/25	200805	23000-100	FC Medicare Taxes	31.40	
1/9/25	200805	23000-100	ARLS Medicare	604.36	
			Electronic Federal Tax		
1/9/25	200805	10006-100	Payment		9,513.57
1/9/25	2013-1022	70540-600	FC Life Insurance	56.54	
1/9/25	2013-1022	70540-600	FC VRS Retirement	42.17	
1/9/25	2013-1022	27000-200	VRS Withheld	3,056.60	
1/9/25	2013-1022	70460-100	ARLS VRS Insurance	785.67	
1/9/25	2013-1022	70460-100	ARLS VRS Retirement	964.87	
1/9/25	2013-1022	10006-100	Treasurer of Virginia		4,905.85
1/14/25	2013-1024	27000-300	EZ Link Withheld	236.37	
1/14/25	2013-1024	70460-100	Ez Link Retirement	613.95	
1/14/25	2013-1024	10006-100	Treasurer of Virginia		850.32
1/14/25	2013-1025	27000-400	EZ Link Voluntary	567.42	
1/14/25	2013-1025	10006-100	Treasurer of Virginia		567.42
1/16/25	2025-258E	80020-100	Invoice: Amazon 1/2/25	30.05	
1/16/25	2025-258E	80470-100	Invoice: Amazon 1/2/25	166.02	
1/16/25	2025-258E	80010-100	Invoice: Amazon 1/2/25	6.90	
1/16/25	2025-258E	10006-100	Amazon.com		202.97
1/16/25	2025-259E	80250-100	Invoice: 5019255678	50.99	
1/16/25	2025-259E	80020-100	Invoice: 5019271073	147.63	
1/16/25	2025-259E	80020-100	Invoice: 5019271074	108.08	
1/16/25	2025-259E	80020-100	Invoice: 5019283913	51.12	
1/16/25	2025-259E	80020-100	Invoice: 5019283916	166.70	
1/16/25	2025-259E	80020-100	Invoice: 5019283914	51.12	
1/16/25	2025-259E	80020-100	Invoice: 5019283917	209.90	
1/16/25	2025-259E	80020-100	Invoice: 5019283915	147.27	
1/16/25	2025-259E	80020-100	Invoice: 5019294011	122.54	
1/16/25	2025-259E	80020-100	Invoice: 5019294010	154.72	
1/16/25	2025-259E	80020-100	Invoice: 5019294009	171.22	
1/16/25	2025-259E	80020-100	Invoice: 5019294008	35.18	
1/16/25	2025-259E	80020-100	Invoice: 5019294696	1,080.96	
1/16/25	2025-259E	80020-100	Invoice: 5019294695	53.98	
1/16/25	2025-259E	80020-100	Invoice: 5019294694	35.97	
1/16/25	2025-259E	10006-100	Baker & Taylor		2,587.38
1/16/25	2025-260E	80460-100	Invoice: 2182176	169.65	
1/16/25	2025-260E	80460-100	Invoice: 2183242	38.95	
1/16/25	2025-260E	80460-100	Invoice: 2183265	249.31	
1/16/25	2025-260E	10006-100	Blackstone Publishing #8299 60 017 0205967		457.91
1/16/25	2025-261E	84100-200	Telephone - HQ #8299 60 017 0205967	270.15	
1/16/25	2025-261E	82600-200	Internet - HQ	480.98	

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1/16/25	2025-261E	10006-100	Comcast Communications #8299 60 020 0356327		751.13
1/16/25	2025-262E	82600-410	Internet - Carson	314.07	
1/16/25	2025-262E	10006-100	Comcast Communications #8299 60 020 0107829		314.07
1/16/25	2025-263E	82600-460	Internet - Rohoic	314.07	
1/16/25	2025-263E	10006-100	Comcast Communications #8299 60 019 0106328		314.07
1/16/25	2025-264E	84100-450	Telephone - PG #8299 60 019 0106328	114.85	
1/16/25	2025-264E	82600-450	Internet - PG	425.15	
1/16/25	2025-264E	10006-100	Comcast Communications #8299 60 020 0108397		540.00
1/16/25	2025-265E	82600-420	Internet - Dinwiddie	314.07	
1/16/25	2025-265E	10006-100	Comcast Communications		314.07
1/16/25	2025-266E	84100-410	Telephone - Carson	75.90	
1/16/25	2025-266E	10006-100	Granite Telecommunications		75.90
1/16/25	2025-267E	80010-100	Invoice: 60430910	716.39	
1/16/25	2025-267E	80010-100	Invoice: 60432099	25.89	
1/16/25	2025-267E	80010-100	Invoice: 67772465	656.50	
1/16/25	2025-267E	80025-100	Invoice: 60430909	84.52	
1/16/25	2025-267E	80025-100	Invoice: 60432098	158.13	
1/16/25	2025-267E	80200-100	Invoice: 60430911	12.74	
1/16/25	2025-267E	80210-100	Invoice: 60432097	73.81	
1/16/25	2025-267E	80210-100	Invoice: 60430908	17.12	
1/16/25	2025-267E	80210-100	Invoice: 60430907	36.12	
1/16/25	2025-267E	80230-100	Invoice: 60430912	7.18	
1/16/25	2025-267E	80010-100	Invoice: 60435612	212.95	
1/16/25	2025-267E	80010-100	Invoice: 67776544	436.44	
1/16/25	2025-267E	80200-100	Invoice: 60435613	23.98	
1/16/25	2025-267E	80210-100	Invoice: 60435609	23.30	
1/16/25	2025-267E	80210-100	Invoice: 60435607	30.24	
1/16/25	2025-267E	80210-100	Invoice: 60435608	43.80	
1/16/25	2025-267E	80210-100	Invoice: 67776542	36.12	
1/16/25	2025-267E	80210-100	Invoice: 67776543	33.04	
1/16/25	2025-267E	80230-100	Invoice: 67776545	7.18	
1/16/25	2025-267E	80230-100	Invoice: 60435615	10.83	
1/16/25	2025-267E	80230-100	Invoice: 60435614	43.47	
1/16/25	2025-267E	80015-100	Invoice: 60435611	35.96	
1/16/25	2025-267E	80015-100	Invoice: 60435610	17.98	
1/16/25	2025-267E	80010-100	Invoice: 60436522	55.02	
1/16/25	2025-267E	80038-100	Invoice: 60436520	934.70	
1/16/25	2025-267E	80015-100	Invoice: 60436521	874.12	
1/16/25	2025-267E	80010-100	Invoice: 60438064	40.47	
1/16/25	2025-267E	80210-100	Invoice: 60438060	15.03	
1/16/25	2025-267E	80210-100	Invoice: 60438061	34.12	
1/16/25	2025-267E	80210-100	Invoice: 60438059	13.77	

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1/16/25	2025-267E	80030-100	Invoice: 60438062	1,181.83	
1/16/25	2025-267E	80038-100	Invoice: 60438063	21.58	
1/16/25	2025-267E	80230-100	Invoice: 60438065	7.18	
1/16/25	2025-267E	10006-100	Ingram Library Services		5,921.51
1/16/25	2025-268E	80405-100	Invoice: 506529937	51.87	
1/16/25	2025-268E	81000-300	Invoice: 50652551	2,261.95	
1/16/25	2025-268E	80410-100	Invoice: 506561049	43.08	
1/16/25	2025-268E	80410-100	Invoice: 506587110	25.72	
1/16/25	2025-268E	80440-100	Invoice: 506579139	406.42	
1/16/25	2025-268E	80440-100	Invoice: 506579138	34.58	
1/16/25	2025-268E	10006-100	Midwest Tape		2,823.62
1/16/25	2025-269E	82100-100	Initial Billing Audit FY24	5,350.00	
1/16/25	2025-269E	10006-100	Rodefer Moss & Co., PLLC		5,350.00
1/16/25	2025-270E	85850-100	Monthly Shredding	85.84	
1/16/25	2025-270E	10006-100	Shred-It USA LLC		85.84
1/16/25	2025-271E	82070-100	Westlaw Proflex - December	631.56	
1/16/25	2025-271E	10006-100	Thomson Reuters - West		631.56
			ITS Marc AV Access 4/1/25 to		
1/16/25	2025-272E	81410-100	3/31/26	1,142.40	
1/16/25	2025-272E	10006-100	The Library Corporation		1,142.40
1/16/25	2025-273E	82600-200	Mobile Internet	905.30	
1/16/25	2025-273E	10006-100	T-Mobile		905.30
1/16/25	2025-274E	20200-400	Truist 1/21/25	5,692.87	
1/16/25	2025-274E	10006-100	Truist		5,692.87
1/16/25	44279	80038-100	Invoice: B6912641	326.89	
1/16/25	44279	80015-100	Invoice: B6911944	406.10	
1/16/25	44279	80030-100	Invoice: B6912155	668.13	
1/16/25	44279	80025-100	Invoice: B6909253	49.05	
1/16/25	44279	80010-100	Invoice: B6909107	49.59	
1/16/25	44279	80010-100	Invoice: B6911872	52.23	
1/16/25	44279	80025-100	Invoice: B6912195	50.70	
1/16/25	44279	80025-100	Invoice: B6912651	261.89	
1/16/25	44279	80030-100	Invoice: B6914348	15.81	
1/16/25	44279	80025-100	Invoice: B6914842	33.60	
1/16/25	44279	80030-100	Invoice: B6914774	52.23	
1/16/25	44279	80010-100	Invoice: B6914925	2,228.28	
1/16/25	44279	80025-100	Invoice: B6914868	207.61	
1/16/25	44279	10006-100	Brodart Co.		4,402.11
1/16/25	44280	83500-420	Rent - Dinwiddie Library	300.00	
1/16/25	44280	83500-440	Rent - McKenney Library	300.00	
1/16/25	44280	83500-460	Rent - Rohoic Library	300.00	
1/16/25	44280	10006-100	County of Dinwiddie		900.00
1/16/25	44281	83500-450	Rent - PG Library	1,200.00	
1/16/25	44281	83500-480	Rent - Burrowsville Library	300.00	
1/16/25	44281	83500-430	Rent - Disputanta Library	150.00	
1/16/25	44281	10006-100	County of Prince George		1,650.00

Appomattox Reg Library System  
Cash Disbursements Journal  
For the Period From Jan 1, 2025 to Jan 31, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/16/25	44282	83700-440	Shipping - Toner - McKenney	15.00	
1/16/25	44282	10006-100	Centric Business Systems		15.00
1/16/25	44283	83500-200	Rent - Hopewell Library	3,750.00	
1/16/25	44283	10006-100	Hopewell City Treasurer		3,750.00
1/16/25	44284	83810-420	Travel - Dinwiddie 12/19/24	14.80	
1/16/25	44284	83810-420	Travel - Dinwiddie 12/12/24, 12/13/24	29.59	
1/16/25	44284	10006-100	Shelly Curtis		44.39
1/16/25	44285	83810-450	Travel - PG 12/17/24	10.75	
1/16/25	44285	83810-450	Travel - PG 12/10/24	12.12	
1/16/25	44285	83810-450	Travel - PG 1/7/25	10.75	
1/16/25	44285	10006-100	Steven Thompson		33.62
1/16/25	44286	83810-450	Travel - PG 1/10/25	18.68	
1/16/25	44286	10006-100	Sharmeyne Cherry		18.68
1/16/25	44287	82700-100	Location Brochures	304.50	
1/16/25	44287	10006-100	Johnson Printing Service		304.50
1/16/25	44288	82070-100	Library Calendar Annual Subscription	2,000.00	
1/16/25	44288	10006-100	Library Market		2,000.00
1/16/25	44289	84800-200	Janitorial - HQ	4,207.38	
1/16/25	44289	84800-410	Janitorial - Carson	220.00	
1/16/25	44289	84800-420	Janitorial - Dinwiddie	350.00	
1/16/25	44289	84800-430	Janitorial - Disputanta	256.00	
1/16/25	44289	84800-440	Janitorial - McKenney	250.00	
1/16/25	44289	84800-450	Janitorial - PG	1,426.15	
1/16/25	44289	84800-460	Janitorial - Rohoic	220.00	
1/16/25	44289	84800-480	Janitorial - Burrowsville	195.00	
1/16/25	44289	10006-100	MCS Services, Inc.		7,124.53
1/21/25	2025-275E	10007-100	Gross MLS	15,753.19	
1/21/25	2025-275E	10007-100	Gross Non MLS	8,207.63	
1/21/25	2025-275E	10007-100	Gross Hourly	15,023.82	
1/21/25	2025-275E	10007-100	Gross Smart Beginnings	1,756.86	
1/21/25	2025-275E	10006-100	ARLS-Payroll		40,741.50
1/23/25	200806	21000-100	Federal Taxes Withheld	3,055.15	
1/23/25	200806	22000-100	Social Security Taxes Withheld	3,024.34	
1/23/25	200806	22000-100	FC Social Security	134.28	
1/23/25	200806	22000-100	ARLS Social Security	2,890.06	
1/23/25	200806	23000-100	Medicare Taxes Withheld	707.29	
1/23/25	200806	23000-100	FC Medicare Taxes	31.40	
1/23/25	200806	23000-100	ARLS Medicare	675.89	
1/23/25	200806	10006-100	Electronic Federal Tax Payment		10,518.41
1/23/25	2013-1026	27000-300	EZ Link Withheld	236.37	
1/23/25	2013-1026	70460-100	Ez Link Retirement	613.95	
1/23/25	2013-1026	10006-100	Treasurer of Virginia		850.32

Appomattox Reg Library System  
Cash Disbursements Journal  
For the Period From Jan 1, 2025 to Jan 31, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/23/25	2013-1027	27000-400	EZ Link Voluntary	567.42	
1/23/25	2013-1027	10006-100	Treasurer of Virginia		567.42
1/30/25	2025-276E	85110-100	Invoice: Amazon 10543	95.56	
1/30/25	2025-276E	10006-100	Amazon.com		95.56
1/30/25	2025-277E	70470-100	Retirees Health Insurance	900.00	
1/30/25	2025-277E	10006-100	Anthem BlueCross BlueShield Medicare Retirees Health		900.00
1/30/25	2025-278E	70470-100	Insurance	654.00	
1/30/25	2025-278E	10006-100	Anthem BlueCross BlueShield		654.00
1/30/25	2025-279E	70550-600	FC Health Insurance	877.50	
1/30/25	2025-279E	70470-100	ARLS Health Insurance	13,713.76	
1/30/25	2025-279E	25000-100	Health Insurance Withheld	2,523.74	
1/30/25	2025-279E	10006-100	Anthem BlueCross BlueShield		17,115.00
1/30/25	2025-280E	80250-100	Invoice: 5019274778	202.25	
1/30/25	2025-280E	10006-100	Baker & Taylor #8299 60 021 0013348		202.25
1/30/25	2025-281E	84100-440	Telephone - McKenney #8299 60 021 0013348	47.90	
1/30/25	2025-281E	82600-440	Internet - McKenney	412.62	
1/30/25	2025-281E	10006-100	Comcast Communications		460.52
1/30/25	2025-282E	84000-420	Utilities - Dinwiddie	23.31	
1/30/25	2025-282E	84000-430	Utilities - Disputanta	23.31	
1/30/25	2025-282E	84000-440	Utilities - McKenney	23.30	
1/30/25	2025-282E	84000-450	Utilities - PG	23.30	
1/30/25	2025-282E	10006-100	Diamond Springs		93.22
1/30/25	2025-283E	81210-200	Security Cameras Huntington Technology	1,332.00	
1/30/25	2025-283E	10006-100	Finance		1,332.00
1/30/25	2025-284E	80030-100	Invoice: 60441193	33.33	
1/30/25	2025-284E	80038-100	Invoice: 60441194	29.62	
1/30/25	2025-284E	80010-100	Invoice: 60441195	315.81	
1/30/25	2025-284E	80210-100	Invoice: 60441192	35.02	
1/30/25	2025-284E	80200-100	Invoice: 60441196	29.98	
1/30/25	2025-284E	80210-100	Invoice: 60441197	29.81	
1/30/25	2025-284E	80230-100	Invoice: 60441198	14.36	
1/30/25	2025-284E	80230-100	Invoice: 60441199	14.36	
1/30/25	2025-284E	10006-100	Ingram Library Services		502.29
1/30/25	2025-285E	80410-100	Invoice: 506618197	65.05	
1/30/25	2025-285E	80405-100	Invoice: 506618196	749.14	
1/30/25	2025-285E	80440-100	Invoice: 506618195	195.40	
1/30/25	2025-285E	10006-100	Midwest Tape		1,009.59
1/30/25	2025-286E	82460-100	Yearly Vulnerability Scan	3,075.00	
1/30/25	2025-286E	10006-100	Orion Network Solutions LLC		3,075.00
1/30/25	2025-287E	82460-100	Monthly Billing for January	8,395.00	

Appomattox Reg Library System  
Cash Disbursements Journal  
For the Period From Jan 1, 2025 to Jan 31, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/30/25	2025-287E	82460-100	Additional Monitoring	1,080.00	
1/30/25	2025-287E	82460-100	VM Server License	29.76	
1/30/25	2025-287E	82460-100	Socket License	30.00	
1/30/25	2025-287E	82460-100	Additional Backup Charges	129.50	
1/30/25	2025-287E	10006-100	Orion Network Solutions LLC		9,664.26
1/30/25	2025-288E	81000-300	Future Content Purchases	15,000.00	
1/30/25	2025-288E	10006-100	OverDrive, Inc.		15,000.00
1/30/25	2025-289E	84700-100	Postage	603.75	
1/30/25	2025-289E	10006-100	Purchase Power		603.75
1/30/25	2025-290E	20200-200	Sam's 2/8/25	91.38	
1/30/25	2025-290E	10006-100	Sam's Club Direct		91.38
1/30/25	2025-291E	83700-100	HP 218X Toner	697.72	
1/30/25	2025-291E	10006-100	Quill LLC		697.72
1/30/25	44290	80025-100	Invoice: B6914333	75.13	
1/30/25	44290	80030-100	Invoice: B6915557	34.47	
1/30/25	44290	80015-100	Invoice: B6915576	22.98	
1/30/25	44290	80010-100	Invoice: B6915558	22.98	
1/30/25	44290	80030-100	Invoice: B6916675	14.55	
1/30/25	44290	80038-100	Invoice: B6916674	20.82	
1/30/25	44290	80015-100	Invoice: B6916523	30.89	
1/30/25	44290	80015-100	Invoice: B6918167	131.86	
1/30/25	44290	80038-100	Invoice: B6918068	244.98	
1/30/25	44290	80038-100	Invoice: B6918164	28.38	
1/30/25	44290	80030-100	Invoice: B6918163	74.86	
1/30/25	44290	80025-100	Invoice: B6918166	213.78	
1/30/25	44290	80025-100	Invoice: B6918162	226.31	
1/30/25	44290	80015-100	Invoice: B6918601	11.49	
1/30/25	44290	80030-100	Invoice: B6918816	69.01	
1/30/25	44290	80025-100	Invoice: B6918824	289.76	
1/30/25	44290	80038-100	Invoice: B6920178	104.64	
1/30/25	44290	80038-100	Invoice: B6919949	36.99	
1/30/25	44290	80035-100	Invoice: B6920098	39.57	
1/30/25	44290	80035-100	Invoice: B6920063	49.59	
1/30/25	44290	80030-100	Invoice: B6920120	55.05	
1/30/25	44290	80030-100	Invoice: B6919985	24.27	
1/30/25	44290	80015-100	Invoice: B6920050	129.06	
1/30/25	44290	80025-100	Invoice: B6919986	144.12	
1/30/25	44290	80010-100	Invoice: B6920658	99.14	
1/30/25	44290	80015-100	Invoice: B6920986	30.67	
1/30/25	44290	80025-100	Invoice: B6920661	32.70	
1/30/25	44290	80030-100	Invoice: B6920701	85.08	
1/30/25	44290	80030-100	Invoice: B6921457	222.85	
1/30/25	44290	80038-100	Invoice: B6921551	39.88	
1/30/25	44290	80025-100	Invoice: B6921456	87.45	
1/30/25	44290	80038-100	Invoice: B6922425	17.79	
1/30/25	44290	80030-100	Invoice: B6922401	53.63	
1/30/25	44290	80025-100	Invoice: B6922148	101.37	

Appomattox Reg Library System  
Cash Disbursements Journal

For the Period From Jan 1, 2025 to Jan 31, 2025

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

<u>Date</u>	<u>Check #</u>	<u>Account ID</u>	<u>Line Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
1/30/25	44290	80015-100	Invoice: B6922090	102.23	
1/30/25	44290	10006-100	Brodart Co.		2,968.33
1/30/25	44291	80260-100	Invoice: 86174267	104.21	
1/30/25	44291	80260-100	Invoice: 86173610	98.37	
1/30/25	44291	80260-100	Invoice: 86191616	51.73	
1/30/25	44291	80260-100	Invoice: 86191163	101.21	
1/30/25	44291	10006-100	Cengage Learning Inc/Gale		355.52
1/30/25	44292	83700-440	Shipping - McKenney Toner	15.00	
1/30/25	44292	10006-100	Centric Business Systems		15.00
			Cotton Balls, Swabs,		
1/30/25	44293	85110-100	Animals/Van Gogh	13.86	
1/30/25	44293	10006-100	Deborah Wright		13.86
			Puzzles, Bags, Letters, Plates,		
1/30/25	44294	85110-100	Candy	108.57	
1/30/25	44294	10006-100	Sarah Finch		108.57
1/30/25	44295	83810-200	Travel - HQ 1/15/25, 1/16/25	29.80	
1/30/25	44295	10006-100	Rija Mughal		29.80
1/30/25	44296	85200-100	Chair Yoga 1/8/25, 1/15/25	80.00	
1/30/25	44296	10006-100	Lauren Hannon		80.00
1/30/25	44297	85200-100	Yoga - 1/13/25, 1/27/25	80.00	
1/30/25	44297	10006-100	Sharon Jadrnak		80.00
	Total			190,640.80	190,640.80

## Appomattox Reg Library System

Truist CK #2025-274E

1/16/25

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/27/24	Staples 10446	83700-100	Note Pads, Tape, Erasers	76.88	
11/27/24	Staples 10446	84810-100	Toilet Paper	146.57	
11/27/24	Staples 10446	20200-400	Staples, Inc.		223.45
11/30/24	Google 11/30/24.1	82020-100	Google E-Mail - Telecom	12.69	
11/30/24	Google 11/30/24.1	20200-400	Google		12.69
11/30/24	Google 11/30/24.2	82020-100	Google E-Mail	1,494.95	
11/30/24	Google 11/30/24.2	20200-400	Google		1,494.95
			Magnets for Vehicles -		
12/2/24	Lowes 10467	83700-100	Parade	12.57	
12/2/24	Lowes 10467	20200-400	Lowes		12.57
12/2/24	Staples 10449	83700-100	Paper, Envelopes	216.79	
12/2/24	Staples 10449	20200-400	Staples, Inc.		216.79
12/2/24	Staples 10450	83700-100	HP218 Ink	1,176.28	
12/2/24	Staples 10450	20200-400	Staples, Inc.		1,176.28
12/5/24	Read 12/5/24	80210-100	Adult Fiction - SO	32.40	
12/5/24	Read 12/5/24	20200-400	Reader Service		32.40
12/5/24	Sage 174540	82070-100	Web Based Applications	226.80	
12/5/24	Sage 174540	20200-400	Sage Software SB, Inc.		226.80
12/5/24	Shut 10454	85890-100	Food -Christmas Party	1,101.69	
12/5/24	Shut 10454	20200-400	Shut Yo Mouf Soul Food		1,101.69
12/5/24	Shut 10455	85210-100	Dollhouse, Shingles	92.92	
12/5/24	Shut 10455	20200-400	Greenleaf Dollhouses		92.92
			Association Dues - B.		
12/5/24	VPLDA 10470	84600-100	Manning	165.00	
			VA Public Lib. Directors		
12/5/24	VPLDA 10470	20200-400	Assoc		165.00
12/7/24	Morelia 10537	85800-100	Staff Lunch - Parade Day	52.00	
12/7/24	Morelia 10537	20200-400	Morelia Mexican		52.00
12/9/24	Luca 10473	85890-100	Dessert - Christmas Party	219.95	
12/9/24	Luca 10473	20200-400	Luca's Italian Restaurant		219.95
12/12/24	Amazon 10479	83770-100	Gift Cards - Christmas Party	120.00	
12/12/24	Amazon 10479	20200-400	Amazon.com		120.00
12/12/24	Party 10478	83770-100	Supplies - Christmas Party	14.18	
12/12/24	Party 10478	20200-400	Party City		14.18
12/12/24	Waves 10477	85860-100	Food - Board Meetings	90.57	
12/12/24	Waves 10477	20200-400	Waves Sandwich Company		90.57
12/13/24		82000-100	Software Licenses	29.99	
12/13/24		20200-400	Adobe Indesign		29.99
12/18/24	Rotary 10538	83800-100	President Conference	45.00	
12/18/24	Rotary 10538	20200-400	Rotary District 7600		45.00
			Sharpies,Rubberbands,		
12/18/24	Staples 10524	83700-100	Calenda	72.06	
12/18/24	Staples 10524	84810-100	Paper Towels	74.58	
12/18/24	Staples 10524	20200-400	Staples, Inc.		146.64
12/19/24	Rural 12/19/24	82600-480	Internet - Burrowsville	219.00	

Appomattox Reg Library System

Truist CK #2025-274E

1/16/25

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

<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
12/19/24	Rural 12/19/24	20200-400	RuralBand		219.00
	Total			5,692.87	5,692.87

Appomattox Reg Library System

Amazon

For the Period From Jan 1, 2025 to Jan 31, 2025

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

Date	Account ID	Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
1/1/25	85110-100	Supplies - Youth Services	Amazon 10452.1	Backdrop, Const		
1/1/25			Amazon 10452.1	Paper	16.26	
1/1/25				Amazon.com		16.26
1/1/25	85110-100	Supplies - Youth Services	Amazon 10475	Canvases, Baby		
1/1/25			Amazon 10475	Wipes	74.67	
1/1/25				Amazon.com		74.67
1/1/25	85210-100	Supplies - Adult	Amazon 10476	Earring Settings,		
1/1/25		Programming	Amazon 10476	Ribbon, Glue,	77.34	
1/1/25			Amazon 10476	Stickers		77.34
1/1/25	85210-100	Supplies - Adult	Amazon 10477	Sandwich Bags	8.89	
1/1/25		Programming	Amazon 10477	Amazon.com		8.89
1/1/25	83700-100	Supplies - Regional	Amazon 10522	Barcode Scanner	29.39	
1/1/25			Amazon 10522	Amazon.com		29.39
1/1/25	81100-100	Non-Computer Equip. -	Amazon 10523	Barcode Scanner,		
1/1/25		Reg	Amazon 10523	Docking Station	125.16	
1/1/25			Amazon 10523	Amazon.com		125.16
1/1/25	83700-100	Supplies - Regional	Amazon 10525	Mousepads, Charger,		
1/1/25			Amazon 10525	Tissues	41.95	
1/1/25			Amazon 10525	Amazon.com		41.95
1/1/25	83700-100	Supplies - Regional	Amazon 10527	Bed Bug Spray, Bed		
1/1/25			Amazon 10527	Bug Detectors	66.34	
1/1/25			Amazon 10527	Amazon.com		66.34
			<b>1/2/25</b>	<b>CK #2025-245E</b>		<b>440.00</b>
1/1/25	80020-100	Adult Non-Fiction	Amazon 1/2/25	ANF	30.05	
1/1/25	80470-100	Video Games	Amazon 1/2/25	Video Games	166.02	
1/1/25	80010-100	Y/S Non Fiction	Amazon 1/2/25	YSNF	6.90	
1/1/25			Amazon 1/2/25	Amazon.com		202.97
			<b>1/16/25</b>	<b>CK #2025-258E</b>		<b>202.97</b>
1/9/25	85110-100	Supplies - Youth Services	Amazon 10543	Pens, Puzzles,		
1/9/25			Amazon 10543	Markers	95.56	
1/9/25			Amazon 10543	Amazon.com		95.56
			<b>1/30/2025</b>	<b>CK #2025-276E</b>		<b>95.56</b>

Appomattox Reg Library System  
Sam's Club

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

<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
11/27/24	Sams 10444	83700-450	Forks, Plastic Cutlery - PG Supplies - Staff Vending	22.72	
11/27/24	Sams 10444	83710-100	Mach	33.98	
11/27/24	Sams 10444	84810-100	Toilet Paper	53.66	
11/27/24	Sams 10444	20200-200	Sam's Club Direct Supplies - Staff Vending		110.36
12/5/24	Sams 10471	83710-100	Mach	9.34	
12/5/24	Sams 10471	85890-100	Drinks for Christmas	51.18	
12/5/24	Sams 10471	84810-100	Lysol, Paper Towels	67.79	
12/5/24	Sams 10471	20200-200	Sam's Club Direct		128.31
	<b>Total</b>	<b>1/2/25</b>	<b>CK #2025-257E</b>	<b>238.67</b>	<b>238.67</b>

<b>Date</b>	<b>Check #</b>	<b>Account ID</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
1/6/25	Sams 10539	83700-100	Tissues	29.96	
1/6/25	Sams 10539	83730-100	Supplies - Staff Coffee	22.96	
1/6/25	Sams 10539	20200-200	Sam's Club Direct		52.92
1/15/25	Sams 10551	84810-100	Bleach	18.48	
1/15/25	Sams 10551	83700-100	T-Shirt Bags	19.98	
1/15/25	Sams 10551	20200-200	Sam's Club Direct		38.46
	<b>Total</b>	<b>1/30/25</b>	<b>CK #2025-290E</b>	<b>91.38</b>	<b>91.38</b>

Appomattox Reg Library System  
 First Connections  
 For the Period From Jul 1, 2024 to Jan 31, 2025

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

<b>Date</b>	<b>Trans Description</b>	<b>Debit Amt</b>	<b>Credit Amt</b>	<b>Balance</b>
7/1/24	<b>Beginning Balance</b>			<b>5,882.10</b>
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		
12/23/24	Payment from FC		5,730.65	
12/31/24	December Salary & Benefits	5,730.65		
1/21/25	Payment from FC		5,730.65	
1/31/25	January Salary & Benefits	5,730.65		
1/31/25	<b>Ending Balance</b>			<b>5,730.65</b>

**THE APPOMATTOX REGIONAL LIBRARY SYSTEM  
BYLAWS (REV. JULY 2024)**

**Article I – Meetings**

Section 1. The regular meeting of the Library Board of Trustees shall be held on the third Wednesday of each month except in August, November and December. The December meeting shall be on the second Wednesday of the month at one of the Appomattox Regional Library System's (hereinafter "ARLS") libraries as designated by the Chairman at 1:00 p.m.

Section 2. Special meetings may be called by the Chairman or upon the request of the majority of the members for the transaction of business at least two days before the meeting.

Section 3. Notices of all special meetings shall be mailed or telephoned by the Library Director or Chairman to all members at least two days before the meeting.

**Article II – Committees**

Section 1. Special committees for the study and investigation of specific problems pertaining to the Library may be appointed by the Chairman.

Section 2. Standing committees shall consist of Personnel Committee, Finance Committee, and a Development Committee. As far as possible, members of these committees shall be appointed from each participating area.

Section 3. An Executive Committee shall consist of the Chairman, Vice Chairman, Secretary, and Treasurer of the Board of Trustees. The Executive Committee shall meet at the discretion of the Chairman of the Board of Trustees.

**Article III – Quorum**

A quorum for the transaction of business shall consist of a majority of appointed Trustees of the Board as of the date of the meeting.

**Article IV – Library Director**

The Library Director is appointed by and serves at the pleasure of the Board of Trustees and shall be considered the executive officer for the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be held responsible for the execution of Library policies adopted by the Board; for the care of equipment and materials and

the direction of the Library staff; for the efficiency of the Library's services to the public; for hiring and dismissal of employees subject to the review of the Board; and for the operation of the Library under the financial conditions set forth in the contract. The Library Director shall attend all Board meetings except those meetings or part of meetings at which his/her appointment, annual evaluation or salary is discussed.

#### **Article V – Order of Business**

The order of business at regular meetings shall be as follows:

- Call to Order
- Approval of Agenda
- Consent Agenda:
  - Approval of Minutes
  - Statistical Report
  - Financial Report
  - Review of Bills
- Citizen Comments
- Communications
- Report of the Library Director
- Committee Reports
- New Business
- Unfinished Business
- Adjournment

#### **Article VI – Attendance**

Due to the definition of this Board as a governing board, and thus the legal need for each trustee to be an integral part of this Board, at the end of each fiscal year, the outgoing chairman shall forward the attendance record for all the trustees to the respective jurisdictions.

#### **Article VII – Amendments**

These bylaws may be amended at any regular meeting of the Board with a quorum present, by a two-thirds vote of the members present, provided the amendment was stated in the request for the meeting.

#### **Article VIII**

*The Standard Code of Parliamentary Procedure* by Alice Sturgis shall govern the parliamentary procedure of the Library Board of Trustees.

Code of Virginia  
Title 2.2. Administration of Government  
Chapter 37. Virginia Freedom of Information Act

**§ 2.2-3708.3. Meetings held through electronic communication means; situations other than declared states of emergency.**

A. Public bodies are encouraged to (i) provide public access, both in person and through electronic communication means, to public meetings and (ii) provide avenues for public comment at public meetings when public comment is customarily received, which may include public comments made in person or by electronic communication means or other methods.

B. Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D and the member notifies the public body chair that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in § [51.5-40.1](#) and uses remote participation counts toward the quorum as if the individual was physically present;
2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present;
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

C. With the exception of local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license, any public body may hold all-virtual public meetings, provided that the public body follows the other requirements in this chapter for meetings, the public body has adopted a policy as described in subsection D, and:

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;
2. Public access to the all-virtual public meeting is provided via electronic communication means;
3. The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well. When audio-visual technology is available, a member of a public body shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;
4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
7. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;
8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;
9. The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and
10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

D. Before a public body uses all-virtual public meetings as described in subsection C or allows members to use remote participation as described in subsection B, the public body shall at least once annually adopt a policy, by recorded vote at a public meeting, that shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The policy shall:

1. Describe the circumstances under which an all-virtual public meeting and remote participation will be allowed and the process the public body will use for making requests to use remote participation, approving or denying such

requests, and creating a record of such requests; and

2. Fix the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitations set forth in subdivisions B 4 and C 9.

The policy shall not prohibit or restrict any individual member of a public body who is participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body.

Any public body that creates a committee, subcommittee, or other entity however designated of the public body to perform delegated functions of the public body or to advise the public body may also adopt a policy on behalf of its committee, subcommittee, or other entity that shall apply to the committee, subcommittee, or other entity's use of individual remote participation and all-virtual public meetings.

2022, c. [597](#); 2024, cc. [56](#), [129](#), [610](#), [617](#).

Executive Overview: statute is combo about both individual participation virtually/ holding virtual meetings; have to adopt policy for person to attend; 4 reasons can use (see B1-B4) (1) temp or permanent disability (2) individual has to provide healthcare for someone (3) members lives over 60 miles away (4) personal reasons. I think work would be personal reason (must be stated) but can only be used twice a year. Quorum CAN BE created with virtual participant does not need to be one at actual meeting. Subsection C/D refer to virtual public meeting so do not need to be considered. There are also some reporting requirements (see pink highlighted section)-report in notes and reason needs to be given

**§ 2.2-3708.3. Meetings held through electronic communication means; situations other than declared states of emergency.**

A. Public bodies are encouraged to (i) provide public access, both in person and through electronic communication means, to public meetings and (ii) provide avenues for public comment at public meetings when public comment is customarily received, which may include public comments made in person or by electronic communication means or other methods.

B. Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D and the member notifies the public body chair that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in § 51.5-40.1 and uses remote participation counts toward the quorum as if the individual was physically present;
2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present;
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings

per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

~~C. With the exception of local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license, any public body may hold all virtual public meetings, provided that the public body follows the other requirements in this chapter for meetings, the public body has adopted a policy as described in subsection D, and:~~

- ~~1. An indication of whether the meeting will be an in person or all virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2 3707;~~
- ~~2. Public access to the all virtual public meeting is provided via electronic communication means;~~
- ~~3. The electronic communication means used allows the public to hear all members of the public body participating in the all virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well. When audio-visual technology is available, a member of a public body shall, for purposes of a quorum, be considered absent from any portion of the meeting~~

~~during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;~~

~~4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;~~

~~5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;~~

~~6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;~~

~~7. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;~~

~~8. If a closed session is held during an all virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § [2.2 3712](#);~~

~~9. The public body does not convene an all virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all virtual public meeting; and~~

~~10. Minutes of all virtual public meetings held by electronic communication means are taken as required by § [2.2 3707](#) and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.~~

~~D. Before a public body uses all virtual public meetings as described in subsection C or allows members to use remote participation as described in subsection B, the public body shall at least once annually adopt a policy, by recorded vote at a public meeting, that shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The policy shall:~~

~~1. Describe the circumstances under which an all virtual public meeting and remote participation will be allowed and the process the public body will use for~~

~~making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and~~

~~2. Fix the number of times remote participation for personal matters or all virtual public meetings can be used per calendar year, not to exceed the limitations set forth in subdivisions B 4 and C 9.~~

~~The policy shall not prohibit or restrict any individual member of a public body who is participating in an all virtual meeting or who is using remote participation from voting on matters before the public body.~~

~~Any public body that creates a committee, subcommittee, or other entity however designated of the public body to perform delegated functions of the public body or to advise the public body may also adopt a policy on behalf of its committee, subcommittee, or other entity that shall apply to the committee, subcommittee, or other entity's use of individual remote participation and all virtual public meetings. 2022, c. 597; 2024, cc. 56, 129, 610, 617.~~

~~The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.~~

~~•—Section~~