

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

May 21, 2025

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

May 21, 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 – April 16, 2025
Statistical Report – dated May 21, 2025
Financial Report – dated May 21, 2025
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** New Board Member – Julie Dotson Reid
- R2.** Rohoic Project
- R3.** Progress on Long Range Plan
- R4.** Adult Service presentation
- R5.** FY2026 Budget Report
- R6.** FY2025 Budget
- R7.** Board survey
- R8.** Cat - Mouse

Committee Reports:

New Business:

Unfinished Business:

Adjournment

Next meeting on June 18, 2025 at 1:00 pm at the Hopewell Library

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of April 16, 2025**

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, April 16, 2025, at the Rohoic Library located at 7301 Boydton Plank Road, Petersburg, Virginia. Chairperson Randi Hawkins called the meeting to order at 1:05 p.m.

Trustees present: Dinwiddie: Randi Hawkins, Chairperson, Sandra E. Ruffin, Vice Chairperson and Secretary; Prince George: Danielle Roache and Angela Bennett; Hopewell: William Stewart and Larry Pankey.

Trustees absent: Dinwiddie: Schneria Valentine; Prince George: Amanda Binford.

A vacant trustee position continues in Hopewell.

Staff present: Brian Manning, Regional Library Director; Chris Wiegard, Assistant Director; Briana Terry, Administrative and Personnel Services Manager; Ginger Mauler, Branch Services Manager; and Sarah Finch, Youth Services Manager.

Approval of Agendas: Ms. Bennett moved to approve the agenda and consent agenda, Mr. Pankey seconded, and the motion was carried.

Communications: None

Citizen comments: None

Report of the Library Director, Mr. Manning

R1. Staff Update: All positions are currently filled.

R2. Rohoic Project Review / Tour: May 1, 2025 will be our soft re-opening. June 1st will be the grand re-opening and will kick off our Summer Reading Program. All attendees walked through the Rohoic library to see its progress.

R3. Progress on Long Range Plan: Mr. Wiegard shared the results from the Long-Range Plan survey. He reported that the committee is using these findings to create goals centered on community values. A draft of the plan will be available by June 2025 for the board to review in July and will be up for approval at the September 2025 board meeting.

R4. Youth Services / Summer Reading (children and teens): Ms. Finch gave an overview of the Youth Services department. They serve ages 0-18. This year their goal was to extend their programs into the counties and they have been well received. They have seen an increase in program attendance and average 60 programs per month. Summer Reading will continue offering programs that have been well attended in the past such as the zoo, scientists, baseball games and more. Their prizes for this summer consist of a Nintendo switch and gift cards.

R5. New Vehicle Purchase: With state aid, we have purchased a Plug-in Chrysler Pacifica to add to our library for employee use for travel between branches and outreach. The vehicle is schedule for a June or July arrival.

R6. IMLS / Federal Funding: Should the Library of Virginia see a cut in funding, there is a possibility ARLS will have to make a shift in digital resources offered.

R7. Progress on Board Vacancies: Ms. Ruffin has served her term for Dinwiddie county making this her last meeting. Julie Reid of Dinwiddie County has been appointed as her successor effective April 15, 2025 through December 31, 2028.

R8. FY2024 Audit: The annual audit was completed with no findings. The auditors confirmed that the financial statements accurately reflect the organization's financial position.

New Business: None

Other Business: None

Adjournment: There being no further business, the meeting concluded informally at 2:35 p.m. No formal motion to adjourn was made.

Next Meeting: The next meeting will be held on Wednesday, May 21, 2025 at the Prince George Library, located at 6605 Courts Drive, Prince George, Virginia.

Briana Terry
Administrative and Personnel Services Manager
Appomattox Regional Library
209 E. Cawson Street, Hopewell, VA 23860
bterry@arls.org

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Apr 1, 2025 to Apr 30, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/3/25	200811	21000-100	Federal Taxes Withheld	2,995.12	
			Social Security Taxes		
4/3/25	200811	22000-100	Withheld	3,017.14	
4/3/25	200811	22000-100	FC Social Security	134.28	
4/3/25	200811	22000-100	ARLS Social Security	2,882.86	
4/3/25	200811	23000-100	Medicare Taxes Withheld	705.64	
4/3/25	200811	23000-100	FC Medicare Taxes	31.40	
4/3/25	200811	23000-100	ARLS Medicare	674.24	
			Electronic Federal Tax		
4/3/25	200811	10006-100	Payment		10,440.68
4/17/25	200812	21000-100	Federal Taxes Withheld	3,023.98	
			Social Security Taxes		
4/17/25	200812	22000-100	Withheld	2,988.97	
4/17/25	200812	22000-100	FC Social Security	134.28	
4/17/25	200812	22000-100	ARLS Social Security	2,854.69	
4/17/25	200812	23000-100	Medicare Taxes Withheld	699.04	
4/17/25	200812	23000-100	FC Medicare Taxes	31.40	
4/17/25	200812	23000-100	ARLS Medicare	667.64	
			Electronic Federal Tax		
4/17/25	200812	10006-100	Payment		10,400.00
4/3/25	2013-1044	27000-400	EZ Link Voluntary	567.42	
4/3/25	2013-1044	10006-100	Treasurer of Virginia		567.42
4/3/25	2013-1045	27000-300	EZ Link Withheld	236.37	
4/3/25	2013-1045	70460-100	Ez Link Retirement	613.95	
4/3/25	2013-1045	10006-100	Treasurer of Virginia		850.32
4/10/25	2013-1046	70540-600	FC Life Insurance	56.54	
4/10/25	2013-1046	70540-600	FC VRS Retirement	42.17	
4/10/25	2013-1046	27000-200	VRS Withheld	3,056.60	
4/10/25	2013-1046	70460-100	ARLS VRS Insurance	785.67	
4/10/25	2013-1046	70460-100	ARLS VRS Retirement	964.87	
4/10/25	2013-1046	10006-100	Treasurer of Virginia		4,905.85
4/17/25	2013-1047	27000-400	EZ Link Voluntary	567.42	
4/17/25	2013-1047	10006-100	Treasurer of Virginia		567.42
4/17/25	2013-1048	27000-300	EZ Link Withheld	236.37	
4/17/25	2013-1048	70460-100	EZ Link Retirement	613.95	
4/17/25	2013-1048	10006-100	Treasurer of Virginia		850.32
4/3/25	2025-368E	81210-200	Security Cameras	1,332.00	
			Huntington Technology		
4/3/25	2025-368E	10006-100	Finance		1,332.00
4/10/25	2025-369E	85210-100	Invoice: Amazon 10657	88.85	
4/10/25	2025-369E	85110-100	Invoice: Amazon 10656	112.07	
4/10/25	2025-369E	80020-100	Invoice: Amazon 2/3/25.2	90.00	
4/10/25	2025-369E	83700-100	Invoice: Amazon 10661	64.87	
4/10/25	2025-369E	84810-100	Invoice: Amazon 10661	52.68	
4/10/25	2025-369E	85210-100	Invoice: Amazon 10665	35.96	
4/10/25	2025-369E	80440-100	Invoice: Amazon 3/24/25	8.99	
4/10/25	2025-369E	80470-100	Invoice: Amazon 3/27/25	89.38	
4/10/25	2025-369E	80020-100	Invoice: Amazon 3/24/25.2	354.84	

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4/10/25	2025-369E	80025-100	Invoice: Amazon 3/24/25.2	22.99	
4/10/25	2025-369E	80015-100	Invoice: Amazon 3/24/25.2	8.78	
4/10/25	2025-369E	81100-200	Invoice: CM Amazon 10644R	-199.99	
4/10/25	2025-369E	10006-100	Amazon.com		729.42
4/10/25	2025-370E	80250-100	Invoice: 5019434144	131.12	
4/10/25	2025-370E	80020-100	Invoice: 5019423534	106.33	
4/10/25	2025-370E	80020-100	Invoice: 5019423531	67.50	
4/10/25	2025-370E	80020-100	Invoice: 5019423533	105.51	
4/10/25	2025-370E	80020-100	Invoice: 5019423532	88.71	
4/10/25	2025-370E	80020-100	Invoice: 5019441472	408.23	
4/10/25	2025-370E	10006-100	Baker & Taylor		907.40
4/10/25	2025-371E	80460-100	Invoice: 2191378	61.88	
4/10/25	2025-371E	80460-100	Invoice: 2193032	289.03	
4/10/25	2025-371E	10006-100	Blackstone Publishing #8299 60 020 0356327		350.91
4/10/25	2025-372E	82600-410	Internet - Carson	314.07	
4/10/25	2025-372E	10006-100	Comcast Communications #8299 60 019 0107136		314.07
4/10/25	2025-373E	82600-430	Internet - Disputanta	304.07	
4/10/25	2025-373E	10006-100	Comcast Communications #8299 60 021 0013348		304.07
4/10/25	2025-374E	84100-440	Telephone - McKenney #8299 60 021 0013348	47.90	
4/10/25	2025-374E	82600-440	Internet - McKenney	412.62	
4/10/25	2025-374E	10006-100	Comcast Communications		460.52
4/10/25	2025-375E	84100-100	Telephone - Regional	154.74	
4/10/25	2025-375E	10006-100	Clearfly		154.74
4/10/25	2025-376E	84000-410	Utilities - Carson	206.76	
4/10/25	2025-376E	10006-100	Dominion Energy Virginia		206.76
4/10/25	2025-377E	84100-410	Telephone - Carson	75.97	
4/10/25	2025-377E	10006-100	Granite Telecommunications		75.97
4/10/25	2025-378E	80200-100	Invoice: 60486542	13.49	
4/10/25	2025-378E	80200-100	Invoice: 60486541	17.98	
4/10/25	2025-378E	80210-100	Invoice: 60486540	33.02	
4/10/25	2025-378E	80210-100	Invoice: 60486539	34.12	
4/10/25	2025-378E	80210-100	Invoice: 60486538	115.53	
4/10/25	2025-378E	80230-100	Invoice: 67801461	11.67	
4/10/25	2025-378E	80230-100	Invoice: 67801462	11.15	
4/10/25	2025-378E	80230-100	Invoice: 60480489	42.13	
4/10/25	2025-378E	80230-100	Invoice: 60480490	33.33	
4/10/25	2025-378E	80200-100	Invoice: 67801460	22.99	
4/10/25	2025-378E	10006-100	Ingram Library Services		335.41
4/10/25	2025-379E	80440-100	Invoice: 506915213	302.66	
4/10/25	2025-379E	80440-100	Invoice: 506945464	132.58	
4/10/25	2025-379E	80440-100	Invoice: 506910809	34.58	
4/10/25	2025-379E	80410-100	Invoice: 506945462	42.22	
4/10/25	2025-379E	81000-300	Invoice: 506968092	1,662.57	

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4/10/25	2025-379E	80440-100	Invoice: 506971734	19.58	
4/10/25	2025-379E	80410-100	Invoice: 506971731	25.72	
4/10/25	2025-379E	80405-100	Invoice: 506971733	42.08	
4/10/25	2025-379E	10006-100	Midwest Tape		2,261.99
4/10/25	2025-380E	82460-100	Labor - Deepfreeze Project	1,500.00	
4/10/25	2025-380E	10006-100	Orion Network Solutions LLC		1,500.00
4/10/25	2025-381E	20200-200	Sam's 4/8/25	223.36	
4/10/25	2025-381E	10006-100	Sam's Club Direct		223.36
4/10/25	2025-382E	85850-100	Monthly Shredding	85.84	
4/10/25	2025-382E	10006-100	Shred-It USA LLC		85.84
4/10/25	2025-383E	82070-100	Westlaw Proflex - March	638.17	
4/10/25	2025-383E	10006-100	Thomson Reuters - West		638.17
4/10/25	2025-384E	20200-400	Truist 4/21/25	7,946.68	
4/10/25	2025-384E	10006-100	Truist		7,946.68
4/14/25	2025-385E	10007-100	Gross MLS	15,783.07	
4/14/25	2025-385E	10007-100	Gross Non MLS	8,221.59	
4/14/25	2025-385E	10007-100	Gross Hourly	14,482.67	
4/14/25	2025-385E	10007-100	Gross Smart Beginnings	1,758.96	
4/14/25	2025-385E	10006-100	ARLS-Payroll		40,246.29
4/24/25	2025-386E	85210-100	Invoice: Amazon 10669	134.35	
4/24/25	2025-386E	85110-100	Invoice: Amazon 10671	40.12	
4/24/25	2025-386E	80470-100	Invoice: Amazon 3/27/25.2	49.64	
4/24/25	2025-386E	80010-100	Invoice: Amazon 3/24/25.3	41.98	
4/24/25	2025-386E	80020-100	Invoice: Amazon 3/24/25.3	38.42	
4/24/25	2025-386E	80015-100	Invoice: Amazon 3/24/25.1	7.56	
4/24/25	2025-386E	80015-100	Invoice: Amazon 3/24/25.4	17.64	
4/24/25	2025-386E	85010-100	Invoice: Amazon 10672	318.98	
4/24/25	2025-386E	80470-100	Invoice: Amazon 3/27/25.1	34.99	
4/24/25	2025-386E	83700-200	Invoice: Amazon 10675	20.89	
4/24/25	2025-386E	10006-100	Amazon.com		704.57
4/24/25	2025-387E	70470-100	Retirees Medicare Health Insurance	654.00	
4/24/25	2025-387E	10006-100	Anthem BlueCross BlueShield		654.00
4/24/25	2025-388E	70550-600	FC Health Insurance	877.50	
4/24/25	2025-388E	70470-100	ARLS Health Insurance	13,713.76	
4/24/25	2025-388E	10006-100	Anthem BlueCross BlueShield		14,591.26
4/24/25	2025-389E	70470-100	Retirees Health Insurance	900.00	
4/24/25	2025-389E	10006-100	Anthem BlueCross BlueShield		900.00
4/24/25	2025-390E	80020-100	Invoice: 5019454397	105.09	
4/24/25	2025-390E	80020-100	Invoice: 5019454395	45.00	
4/24/25	2025-390E	80020-100	Invoice: 5019454396	53.97	
4/24/25	2025-390E	80020-100	Invoice: 5019454398	155.37	
4/24/25	2025-390E	80020-100	Invoice: 5019454394	687.11	
4/24/25	2025-390E	80020-100	Invoice: 5019462404	51.09	

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4/24/25	2025-390E	80070-100	Invoice: 5019462406	136.98	
4/24/25	2025-390E	80020-100	Invoice: 5019462405	37.92	
4/24/25	2025-390E	80020-100	Invoice: 5019462403	192.36	
4/24/25	2025-390E	10006-100	Baker & Taylor #8299 60 017 0205967		1,464.89
4/24/25	2025-391E	84100-200	Telephone - HQ #8299 60 017 0205967	270.15	
4/24/25	2025-391E	82600-200	Internet - HQ	479.90	
4/24/25	2025-391E	10006-100	Comcast Communications #8299 60 019 0106328		750.05
4/24/25	2025-392E	84100-450	Telephone - PG #8299 60 019 0106328	114.85	
4/24/25	2025-392E	82600-450	Internet - PG	424.55	
4/24/25	2025-392E	10006-100	Comcast Communications #8299 60 020 0107829		539.40
4/24/25	2025-393E	82600-460	Internet - Rohoic	314.07	
4/24/25	2025-393E	10006-100	Comcast Communications #8299 60 020 0108397		314.07
4/24/25	2025-394E	82600-420	Internet - Dinwiddie	314.07	
4/24/25	2025-394E	10006-100	Comcast Communications		314.07
4/24/25	2025-395E	84000-200	Utilities - HQ	35.59	
4/24/25	2025-395E	84000-410	Utilities - Carson	35.59	
4/24/25	2025-395E	84000-480	Utilities - Burrowsville	35.60	
4/24/25	2025-395E	10006-100	Diamond Springs		106.78
4/24/25	2025-396E	80230-100	Invoice: 60486543	22.22	
4/24/25	2025-396E	80230-100	Invoice: 60486544	23.30	
4/24/25	2025-396E	80230-100	Invoice: 60486545	23.30	
4/24/25	2025-396E	80230-100	Invoice: 60492519	10.29	
4/24/25	2025-396E	80230-100	Invoice: 60492518	29.13	
4/24/25	2025-396E	80210-100	Invoice: 60492517	6.19	
4/24/25	2025-396E	80210-100	Invoice: 60492513	11.16	
4/24/25	2025-396E	80210-100	Invoice: 60492511	24.78	
4/24/25	2025-396E	80210-100	Invoice: 60492512	34.12	
4/24/25	2025-396E	80200-100	Invoice: 60492515	14.98	
4/24/25	2025-396E	80200-100	Invoice: 60492516	16.48	
4/24/25	2025-396E	80210-100	Invoice: 60494659	34.12	
4/24/25	2025-396E	80210-100	Invoice: 60494658	32.86	
4/24/25	2025-396E	80200-100	Invoice: 60494660	29.98	
4/24/25	2025-396E	80230-100	Invoice: 60494661	28.47	
4/24/25	2025-396E	80230-100	Invoice: 60494662	116.20	
4/24/25	2025-396E	80210-100	Invoice: 60496529	36.12	
4/24/25	2025-396E	80020-100	Invoice: 60496530	391.78	
4/24/25	2025-396E	10006-100	Ingram Library Services		885.48
4/24/25	2025-397E	80405-100	Invoice: 507006065	594.96	
4/24/25	2025-397E	80410-100	Invoice: 507006062	57.44	
4/24/25	2025-397E	80405-100	Invoice: 507006067	34.58	
4/24/25	2025-397E	80440-100	Invoice: 507006061	34.58	
4/24/25	2025-397E	80440-100	Invoice: 507006066	626.42	

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4/24/25	2025-397E	80440-100	Invoice: 507006064	49.58	
4/24/25	2025-397E	80440-100	Invoice: 507038725	133.74	
4/24/25	2025-397E	80440-100	Invoice: 507038728	84.16	
4/24/25	2025-397E	80405-100	Invoice: 507038724	672.57	
4/24/25	2025-397E	80410-100	Invoice: 507038726	233.40	
4/24/25	2025-397E	10006-100	Midwest Tape		2,521.43
4/24/25	2025-398E	82460-100	Monthly Billing for April	8,395.00	
4/24/25	2025-398E	82460-100	Additional Monitoring	480.00	
4/24/25	2025-398E	82460-100	VM Server License	29.76	
4/24/25	2025-398E	82460-100	Socket License	30.00	
4/24/25	2025-398E	82460-100	Additional Backup Charges	111.00	
4/24/25	2025-398E	10006-100	Orion Network Solutions LLC		9,045.76
4/24/25	2025-399E	84700-100	Postage	603.75	
4/24/25	2025-399E	10006-100	Purchase Power		603.75
4/24/25	2025-400E	83700-100	Paper, Sharpies	190.80	
4/24/25	2025-400E	84810-100	Jumbo Roll Toilet Paper	159.27	
4/24/25	2025-400E	10006-100	Quill LLC		350.07
4/24/25	2025-401E	84900-460	Painting Rohoic Library	3,799.23	
			Top Gun Painting & Power		
4/24/25	2025-401E	10006-100	Washing		3,799.23
4/24/25	2025-402E	82600-200	Mobile Internet	828.02	
4/24/25	2025-402E	10006-100	T-Mobile		828.02
4/28/25	2025-403E	10007-100	Gross MLS	15,783.07	
4/28/25	2025-403E	10007-100	Gross Non MLS	8,221.59	
4/28/25	2025-403E	10007-100	Gross Hourly	15,180.20	
4/28/25	2025-403E	10007-100	Gross Smart Beginnings	1,758.96	
4/28/25	2025-403E	10006-100	ARLS-Payroll		40,943.82
4/10/25	44362	80010-100	Invoice: B6962326	35.18	
4/10/25	44362	80030-100	Invoice: B6960735	553.73	
4/10/25	44362	80010-100	Invoice: B6962653	17.59	
4/10/25	44362	80015-100	Invoice: B6962534	25.14	
4/10/25	44362	80015-100	Invoice: B6954846	19.18	
4/10/25	44362	80015-100	Invoice: B6960739	22.98	
4/10/25	44362	80015-100	Invoice: B6960634	467.50	
4/10/25	44362	80030-100	Invoice: B6962537	86.70	
4/10/25	44362	80030-100	Invoice: B6961116	5.27	
4/10/25	44362	80030-100	Invoice: B6962288	44.85	
4/10/25	44362	80030-100	Invoice: B6954725	95.65	
4/10/25	44362	80025-100	Invoice: B6955643	50.70	
4/10/25	44362	80025-100	Invoice: B6962066	33.80	
4/10/25	44362	80025-100	Invoice: B6960640	64.72	
4/10/25	44362	80025-100	Invoice: B6961871	1,226.08	
4/10/25	44362	80010-100	Invoice: B6955836	84.63	
4/10/25	44362	80010-100	Invoice: B6957167	1,701.01	
4/10/25	44362	80025-100	Invoice: B6957264	31.58	
4/10/25	44362	80025-100	Invoice: B6962539	66.92	
4/10/25	44362	80025-100	Invoice: B6962533	114.69	

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For the Period From Apr 1, 2025 to Apr 30, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/10/25	44362	80010-100	Invoice: B6955028	26.84	
4/10/25	44362	80015-100	Invoice: B6961889	68.94	
4/10/25	44362	80038-100	Invoice: B6962065	78.16	
4/10/25	44362	80010-100	Invoice: B6962060	75.42	
4/10/25	44362	80038-100	Invoice: B6962536	73.80	
4/10/25	44362	80038-100	Invoice: B6960629	424.29	
4/10/25	44362	80025-100	Invoice: B6960631	134.82	
4/10/25	44362	80025-100	Invoice: B6963572	45.30	
4/10/25	44362	80025-100	Invoice: B6963531	47.46	
4/10/25	44362	80025-100	Invoice: B6964007	336.30	
4/10/25	44362	10006-100	Brodart Co.		6,059.23
4/10/25	44363	80260-100	Invoice: 87057456	126.36	
4/10/25	44363	80260-100	Invoice: 87058164	26.99	
4/10/25	44363	80260-100	Invoice: 87082400	28.49	
4/10/25	44363	10006-100	Cengage Learning Inc/Gale		181.84
4/10/25	44364	83700-100	Customized Stamps	63.15	
4/10/25	44364	10006-100	Brodart Co.		63.15
4/10/25	44365	82910-200	Copier - Usage Charge	64.40	
4/10/25	44365	82910-200	Copier - Base Charge	21.92	
4/10/25	44365	10006-100	Canon USA, Inc.		86.32
4/10/25	44366	83810-200	Travel - HQ 3/25/25, 3/26/25	25.00	
4/10/25	44366	10006-100	Michelle Lawhorn		25.00
4/10/25	44367	83810-200	Travel - HQ 3/25/25	24.85	
4/10/25	44367	10006-100	Sarah Finch		24.85
4/10/25	44368	83810-450	Travel - PG 3/25/25	8.59	
4/10/25	44368	10006-100	Deborah Wright		8.59
4/10/25	44369	83810-100	Travel VPLDA 3/26/25- 3/28/25	160.89	
4/10/25	44369	10006-100	Brian Manning		160.89
4/10/25	44370	20500-100	VFHY - 4/8/25	2,280.00	
4/10/25	44370	10006-100	First Connections for Early Success		2,280.00
4/10/25	44371	85200-100	Yoga - 3/19, 3/26,4/2, 4/9	160.00	
4/10/25	44371	10006-100	Lauren Hannon		160.00
4/10/25	44372	85200-100	Yoga - 3/3, 3/10, 3/17, 3/24, 3/31	200.00	
4/10/25	44372	10006-100	Sharon Jadrnak		200.00
4/10/25	44373	84800-200	Janitorial - HQ	4,558.00	
4/10/25	44373	84800-410	Janitorial - Carson	220.00	
4/10/25	44373	84800-420	Janitorial - Dinwiddie	350.00	
4/10/25	44373	84800-430	Janitorial - Disputanta	256.00	
4/10/25	44373	84800-440	Janitorial - McKenney	250.00	
4/10/25	44373	84800-450	Janitorial - PG	1,545.00	
4/10/25	44373	84800-480	Janitorial - Burrowsville	195.00	
4/10/25	44373	10006-100	MCS Services, Inc.		7,374.00
4/10/25	44374	84900-450	Monitoring of Alarms - PG	59.00	
4/10/25	44374	84900-200	Monitoring of Alarms - HQ	55.00	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Apr 1, 2025 to Apr 30, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/10/25	44374	10006-100	Petersburg Alarm Company, Inc.		114.00
4/10/25	44375	70420-100	Jeremey Penn - Qtr Ending 3/31/25	1,639.00	
4/10/25	44375	10006-100	Virginia Employment Commission		1,639.00
4/10/25	44376	82910-420	Maintenance Contract - Dinw - 4/4/25 -4/3/26	562.00	
4/10/25	44376	82910-440	Maintenance Contract - McK 3/29/25 - 3/38/26	491.00	
4/10/25	44376	10006-100	UBEO, LLC		1,053.00
4/24/25	44377	80038-100	Invoice: B6959667	11.40	
4/24/25	44377	80015-100	Invoice: B6959767	15.54	
4/24/25	44377	80030-100	Invoice: B6959859	32.85	
4/24/25	44377	80015-100	Invoice: B6959768	79.05	
4/24/25	44377	80010-100	Invoice: B6947155	13.19	
4/24/25	44377	80030-100	Invoice: B6963529	77.79	
4/24/25	44377	80030-100	Invoice: B6963573	42.21	
4/24/25	44377	80015-100	Invoice: B6963534	45.84	
4/24/25	44377	80038-100	Invoice: B6963530	34.47	
4/24/25	44377	80030-100	Invoice: B6964019	61.02	
4/24/25	44377	80015-100	Invoice: B6964021	45.27	
4/24/25	44377	80038-100	Invoice: B6964022	22.98	
4/24/25	44377	80030-100	Invoice: B6964771	49.02	
4/24/25	44377	80015-100	Invoice: B6964774	23.00	
4/24/25	44377	80025-100	Invoice: B6964772	50.70	
4/24/25	44377	80038-100	Invoice: B6964773	21.90	
4/24/25	44377	80015-100	Invoice: B6966351	15.58	
4/24/25	44377	80030-100	Invoice: B6965921	50.43	
4/24/25	44377	80038-100	Invoice: B6965841	28.38	
4/24/25	44377	80030-100	Invoice: B6968038	62.56	
4/24/25	44377	80025-100	Invoice: B6967789	108.73	
4/24/25	44377	80015-100	Invoice: B6968040	19.34	
4/24/25	44377	80010-100	Invoice: B6968041	58.05	
4/24/25	44377	80038-100	Invoice: B6968142	12.57	
4/24/25	44377	80030-100	Invoice: B6968143	16.17	
4/24/25	44377	80015-100	Invoice: B6967762	22.98	
4/24/25	44377	80025-100	Invoice: B6968108	50.70	
4/24/25	44377	80015-100	Invoice: B6968509	68.82	
4/24/25	44377	80038-100	Invoice: B6968589	32.85	
4/24/25	44377	80025-100	Invoice: B6968590	49.08	
4/24/25	44377	80038-100	Invoice: B6969414	25.14	
4/24/25	44377	80015-100	Invoice: B6969426	45.96	
4/24/25	44377	80030-100	Invoice: B6969549	22.86	
4/24/25	44377	80038-100	Invoice: B6970318	155.04	
4/24/25	44377	80030-100	Invoice: B6970464	59.61	
4/24/25	44377	80025-100	Invoice: B6970552	64.38	
4/24/25	44377	80015-100	Invoice: B6970200	91.34	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Apr 1, 2025 to Apr 30, 2025

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/24/25	44377	80030-100	Invoice: B6970398	11.43	
4/24/25	44377	80025-100	Invoice: B6971100	118.48	
4/24/25	44377	80010-100	Invoice: B6970946	427.14	
4/24/25	44377	80030-100	Invoice: B6971224	28.04	
4/24/25	44377	10006-100	Brodart Co.		2,271.89
4/24/25	44378	83810-200	Travel - HQ 4/8/25	36.87	
4/24/25	44378	85110-100	Pool Noodles	19.00	
4/24/25	44378	10006-100	Michelle Lawhorn		55.87
4/24/25	44379	85110-100	Jingle Bells	8.47	
4/24/25	44379	83810-200	Travel - HQ - 4/9/25	30.10	
4/24/25	44379	10006-100	Rija Mughal		38.57
			Snacks, Bubbles, Water, Bags,		
4/24/25	44380	85110-100	Tablecloths	99.05	
4/24/25	44380	83810-200	Travel - HQ 4/16, 4/21	27.76	
4/24/25	44380	10006-100	Sarah Finch		126.81
4/24/25	44381	83810-450	Travel - PG - 3/20/25	42.57	
4/24/25	44381	10006-100	Ginger Mauler		42.57
4/24/25	44382	82700-100	Trustee Brochures	142.50	
4/24/25	44382	10006-100	Johnson Printing Service		142.50
			Refund - Say You'll Remember		
4/24/25	44383	85820-100	Me	18.99	
4/24/25	44383	10006-100	Jessica Ayala Scott		18.99
4/24/25	44384	83500-420	Rent - Dinwiddie Library	300.00	
4/24/25	44384	83500-440	Rent - McKenney Library	300.00	
4/24/25	44384	83500-460	Rent - Rohoic Library	300.00	
4/24/25	44384	10006-100	County of Dinwiddie		900.00
4/24/25	44385	83500-450	Rent - PG Library	1,200.00	
4/24/25	44385	83500-480	Rent - Burrowsville Library	300.00	
4/24/25	44385	83500-430	Rent - Disputanta Library	150.00	
4/24/25	44385	10006-100	County of Prince George		1,650.00
4/24/25	44386	83500-200	Rent - Hopewell Library	3,750.00	
4/24/25	44386	10006-100	Hopewell City Treasurer		3,750.00
4/24/25	44387	85200-100	Chair Yoga - 4/16, 4/23	80.00	
4/24/25	44387	10006-100	Lauren Hannon		80.00
Total				194,479.33	194,479.33

4/10/25

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/27/25	Read 2/27/25	80210-100	Adult Fiction - SO	32.40	
2/27/25	Read 2/27/25	20200-400	Reader Service		32.40
2/27/25	Staples 10610	83700-100	Toner	382.38	
2/27/25	Staples 10610	84810-100	Gloves	23.12	
2/27/25	Staples 10610	20200-400	Staples, Inc.		405.50
2/27/25	TOV 10618	85800-100	Notary Fee - Showalter	45.00	
2/27/25	TOV 10618	20200-400	Treasurer of Virginia Deep Freeze Version		45.00
2/28/25	Faronics 10621	82000-100	Upgrade	1,559.25	
2/28/25	Faronics 10621	82000-100	Software Renewal ex.2-27- 27	909.70	
2/28/25	Faronics 10621	20200-400	Faronics Technologies USA Inc.		2,468.95
2/28/25	Google 2/28/25	82020-100	Google E-Mail	1,494.95	
2/28/25	Google 2/28/25	20200-400	Google		1,494.95
2/28/25	Google 2/28/25.2	82020-100	Google E-Mail	12.77	
2/28/25	Google 2/28/25.2	20200-400	Google		12.77
3/5/25	Sage 3/5/25	82070-100	Sage HR	226.80	
3/5/25	Sage 3/5/25	20200-400	Sage Software SB, Inc.		226.80
3/6/25	Staples 10631	83700-100	Paper, Toner, Velco	701.52	
3/6/25	Staples 10631	20200-400	Staples, Inc.		701.52
3/13/25		82000-100	Software Licenses	29.99	
3/13/25		20200-400	Adobe Indesign		29.99
3/13/25	Stewart 10655	85800-100	Deposit - Moving Furniture	100.00	
3/13/25	Stewart 10655	20200-400	Stewart Moving & Storage		100.00
3/14/25	Rural 3/14/25	82600-480	Internet - Burrowsville	219.00	
3/14/25	Rural 3/14/25	20200-400	RuralBand		219.00
3/14/25	Saucys 10658	85860-100	Food - Board Meetings	48.88	
3/14/25	Saucys 10658	20200-400	Saucy's		48.88
3/14/25	USPS 10634	84700-410	PO Box Renewal - Carson	84.00	
3/14/25	USPS 10634	20200-400	US Postal Service		84.00
3/18/25	Staples 10643	83700-100	Paper, Tape, Pens, Erasers	71.76	
3/18/25	Staples 10643	84810-100	Trash Bags, Gloves	133.34	
3/18/25	Staples 10643	20200-400	Staples, Inc.		205.10
3/19/25	Stewart 10659	85800-100	Rohoic Move	1,548.00	
3/19/25	Stewart 10659	20200-400	Stewart Moving & Storage		1,548.00
3/20/25	Digicert 10660	84610-100	Annual Subscription Renewal	312.00	
3/20/25	Digicert 10660	20200-400	Digicert		312.00
3/20/25	USPS 10662	84700-100	Certified Mail - Taxes	11.82	
3/20/25	USPS 10662	20200-400			11.82
Total				7,946.68	7,946.68

Appomattox Reg Library System

Amazon

For the Period From Apr 1, 2025 to Apr 30, 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
4/1/25	85110-100	Supplies - Youth Services	Amazon 10656	Construction Paper, Model Magic	112.07	
4/1/25	Cash Basis		Amazon 10656	Amazon.com		112.07
4/1/25	85210-100	Supplies - Adult Programming	Amazon 10657	Baking Sheet, Cat Toys, Wrapping Paper	88.85	
4/1/25	Cash Basis		Amazon 10657	Amazon.com		88.85
4/1/25	83700-100	Supplies - Regional	Amazon 10661	Dish Soap, Receipt Rolls	64.87	
4/1/25	84810-100	Supplies - Janitorial	Amazon 10661	Paper Towels	52.68	
4/1/25	Cash Basis		Amazon 10661	Amazon.com		117.55
4/1/25	85210-100	Supplies - Adult Programming	Amazon 10665	Hangers, Seed Envelopes	35.96	
4/1/25	Cash Basis		Amazon 10665	Amazon.com		35.96
4/1/25	80020-100	Adult Non-Fiction	Amazon 2/3/25.2	ANF	90.00	
4/1/25	Cash Basis		Amazon 2/3/25.2	Amazon.com		90.00
4/1/25	80440-100	Juvenile A/V	Amazon 3/24/25	YSAV	8.99	
4/1/25	Cash Basis		Amazon 3/24/25	Amazon.com		8.99
4/1/25	80020-100	Adult Non-Fiction	Amazon 3/24/25.2	ANF	354.84	
4/1/25	80025-100	Adult Fiction	Amazon 3/24/25.2	AF	22.99	
4/1/25	80015-100	Young Adult-Fiction	Amazon 3/24/25.2	YAF	8.78	
4/1/25	Cash Basis		Amazon 3/24/25.2	Amazon.com		386.61
4/1/25	80470-100	Video Games	Amazon 3/27/25	Video Games	89.38	
4/1/25	Cash Basis		Amazon 3/27/25	Amazon.com		89.38
4/1/25	81100-200	Non-Computer Equip - HQ	CM Amazon 10644F	Return Triple Monitor		-199.99
4/1/25	Cash Basis		CM Amazon 10644F	Amazon.com	-199.99	
4/10/25				CK #2025-369E		729.42

4/1/25	80010-100	Y/S Non Fiction	Amazon 3/24/25.3	YSNF	41.98	
4/1/25	80020-100	Adult Non-Fiction	Amazon 3/24/25.3	ANF	38.42	
4/1/25	Cash Basis		Amazon 3/24/25.3	Amazon.com		80.40
4/1/25	85210-100	Supplies - Adult Programming	Amazon 10669	Glue Sticks, Paint Rollers, Wax Melter, Cans	134.35	
4/1/25	Cash Basis		Amazon 10669	Amazon.com		134.35
4/1/25	85110-100	Supplies - Youth Services	Amazon 10671	Sand Art Bottles, Jingle Bells	40.12	
4/1/25	Cash Basis		Amazon 10671	Amazon.com		40.12
4/1/25	80470-100	Video Games	Amazon 3/27/25.2	Video Games	49.64	
4/1/25	Cash Basis		Amazon 3/27/25.2	Amazon.com		49.64

Appomattox Reg Library System

Amazon

For the Period From Apr 1, 2025 to Apr 30, 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
4/3/25	80015-100	Young Adult-Fiction	Amazon 3/24/25.1	YA Fiction	7.56	
4/3/25	Cash Basis		Amazon 3/24/25.1	Amazon.com		7.56
4/4/25	80015-100	Young Adult-Fiction	Amazon 3/24/25.4	YA Fiction	17.64	
4/4/25	Cash Basis		Amazon 3/24/25.4	Amazon.com		17.64
				Nintendo Switch &		
4/7/25	85010-100	Supplies - SRP	Amazon 10672	Paint Pens	318.98	
4/7/25	Cash Basis		Amazon 10672	Amazon.com		318.98
4/7/25	80470-100	Video Games	Amazon 3/27/25.1	Video Games	34.99	
4/7/25	Cash Basis		Amazon 3/27/25.1	Amazon.com		34.99
4/10/25	83700-200	Supplies - HQ	Amazon 10675	Keyboard & Mouse	20.89	
4/10/25	Cash Basis		Amazon 10675	Amazon.com		20.89
			4/24/25	CK #2025-386E		704.57

Appomattox Reg Library System

Sams CK #2025-381E

4/10/25

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/6/25	Sams 10637	84810-100	Soap, TP, Air Freshner	117.14	
			Supplies - Staff Vending		
3/6/25	Sams 10637	83710-100	Mach	44.98	
3/6/25	Sams 10637	83700-100	Batteries, Advil	61.24	
3/6/25	Sams 10637	20200-200	Sam's Club Direct		223.36
Total				223.36	223.36

Appomattox Reg Library System
First Connections
For the Period from Jul 1, 2024 to Apr 30, 2025

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		
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		
2/18/25	Payment from FC		5,730.65	
2/28/25	February Salary & Benefits	5,730.65		
3/17/25	Payment from FC		5,730.65	
3/31/25	March Salary & Benefits	5,730.65		
4/17/25	Payment from FC		5,730.65	
4/30/25	April Salary & Benefits	5,370.65		
4/30/25	Ending Balance			5,370.65

ARLS Board Meeting Survey

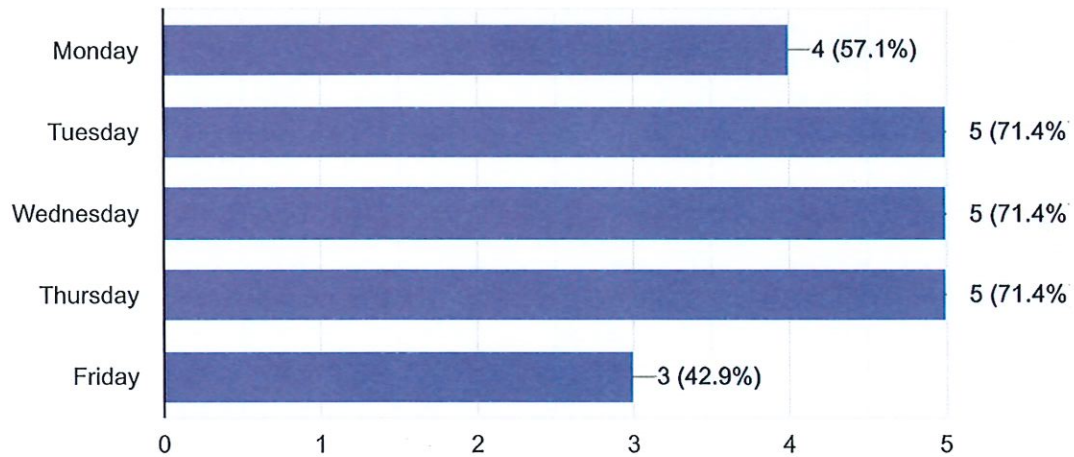
7 responses

[Publish analytics](#)

What days of the week are generally best for you to attend board meetings?

 [Copy](#)

7 responses

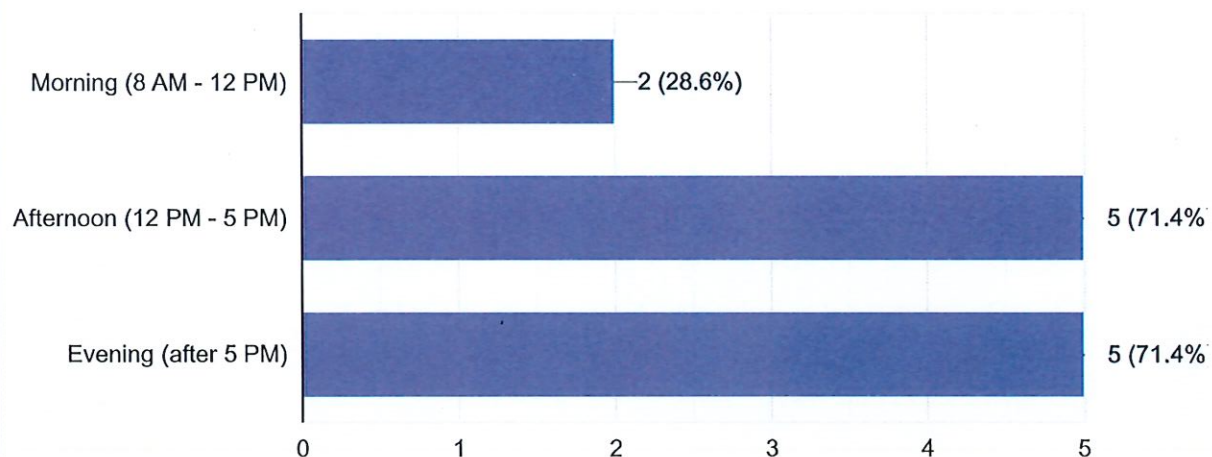


What times of day are generally best for you?

 [Copy](#)

(Select all that apply)

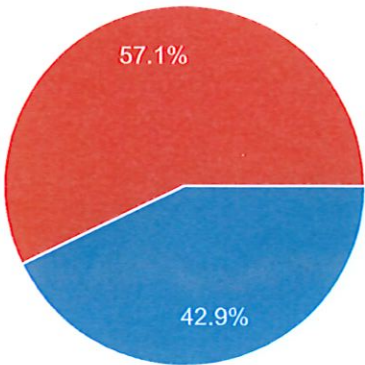
7 responses



Library board meetings are "public meetings" under Virginia Law. However, there are exceptions that would allow some attendance to be virtual. Are you open to attending virtual board meetings?



7 responses

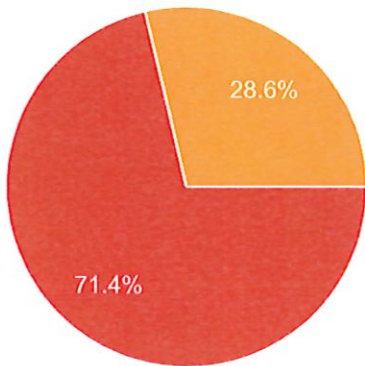


- Yes, I prefer virtual meetings
- Yes, but I prefer in-person when possible
- No, I strongly prefer in-person meetings only

Currently, we have 10 board meetings per year. Would you be in favor of altering the frequency?



7 responses



- Yes, increase the number of meetings
- Yes, decrease the number of meetings
- No, keep the current schedule of 10 meetings/year



Do you have any preferences or comments regarding how meetings are structured, scheduled, or conducted (e.g., hybrid options, rotating locations, length of meetings)?

7 responses

Hybrid options

Quarterly, unless something needs a vote and we can call a special meeting

No

Thank you for creating and dispersing this survey. I think hybrid options are a happy medium or revisiting the time of day that meetings are held. If late afternoon or early evening options are available, that would be great (ex: rotating meeting times). Also, if there could be a yearly retreat, that would be helpful. This would not be a regular meeting, but instead a way for the board to connect, but also learn and grow. It would also provide an opportunity for new board members to review bylaws and overall best practices. ARLS does so many great things for the community. I think it helps when we, as a board, are aware of all of the initiatives, can speak to them intelligibly, and can help to promote them. I just learned of the Dolly Parton Imagination Library initiative in some of the ARLS service areas. Upon learning about that, I learned that ARLS offers a reading time for infants. I will make sure that I do a better job of doing my due diligence to familiarize myself with the programming offered, but in addition to the management, operations, and logistics, these are things that we can cover during our discussions as well.

6 meetings per year, hybrid when necessary, meeting in each district is fine. Rohic, Hopewell, and Prince George is a fair mix of locations.

I am in favor of holding the meetings at the Hopewell location or continuing to rotate between Rohoic, PG, and Hopewell. I am currently pleased with how the meetings are structured and conducted. While I did prefer decreasing the number of meetings, I am OK with keeping the current number if they can be scheduled in the evening/afternoon. Our current meeting date on the third Wednesday of the month can be challenging for me to attend on some occasions.

My answers probably did not help! Since i am looking for work right now; my availability is open. I think the more we meet (in person) the better off we are. I would suggest implementing a policy to REMOVE members who do not show up after a certain number of meetings. They effect overall morale and energy level (like me for instance) and also HARM the board (hurting their counties; whole concept of accountability; board ability to function since there is no quorum....;)

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