

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

February 21, 2024

Dinwiddie Library

1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

February 21, 2024

1:00 p.m.

Call to Order

Approval of Agenda

Consent Agenda: All matters listed under Consent Agenda are considered routine by the Board and will be approved or received by motion on the form listed. Items may be removed from the Consent Agenda for discussion under the Regular Agenda at the request of any Board member.

Minutes – January 17, 2024

Statistical Report – dated February 21, 2024

Financial Report – dated February 21, 2024

Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1. Staff Update
- R2. Board of Trustees update
- R3. Posting of position for Material Services Manager
- R4. Policy on Rules of Conduct inside the library
- R5. Pending E-rate posting to Improve WiFi
- R6. Presentation to the Dinwiddie County Board of Supervisors
- R7. Update on audit
- R8. Annual Food Drive
- R9. Annual Animals Along the Appomatox

Committee Reports:

New Business:

Unfinished Business:

Adjournment

Next meeting scheduled of March 20, 2024 at the McKenney Library at 1:00 pm

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

Call to Order: The regular monthly meeting of the ARLS Board of Trustees was held on Wednesday, January 17, 2024, with Chairperson Randi Hawkins presiding. The meeting was called to order at 1:09 p.m. at the Prince George Library.

Trustees present: Chairperson Randi Hawkins (D), Sandra E. Ruffin (D), Amanda Binford (PG), Angela Bennett (PG), and Larry Pankey (H).

Trustees absent: Schneria Valentine (D), and Jean Hill-Atkins (PG)

The Board continues with two vacant positions (Hopewell).

Staff: Brian Manning, Library Director; Chris Wiegard, Associate Director; and Briana Terry, Administrative and Personnel Services Manager

Approval of Agenda: Ms. Bennett moved to approve the agenda as printed and Ms. Binford seconded. The motion was carried.

Approval of Consent Agenda: Ms. Binford moved to approve the minutes of December 13, 2023, as printed, and to accept the Statistical Report, dated December 13, 2023; the Financial Report, dated December 13, 2023; and Review of Bills as printed. Ms. Bennett seconded, and the motion was carried.

Communications: Dr. Ruffin reported that staff at the Rohoic Library in Dinwiddie County had inquired about their desire for a color printer.

Dr. Ruffin also reported that the Library's Christmas function at the Eastside Enhancement Center in Dinwiddie County was well received and well attended by staff and their families. Library Board members, Dr. Ruffin, and Ms. Valentine were in attendance.

Report of the Library Director:

- The Library is fully staffed.
- The 2025 budget has been submitted to each district. Mr. Manning will speak on the budget on February 6, 2024, at the Dinwiddie Board of Supervisor's work session.
- An order has been placed to upgrade computers at the Dinwiddie and Carson libraries; \$70,000 was budgeted for technology update.
- The auditors have begun their annual audit. Mr. Manning does not anticipate any problems.
- Blood pressure kits with resource information, coordinated with the Crater Health District, are now in progress for check-out at the Hopewell, Prince George, and Rohoic libraries.

Committee reports: None

New business: None

Unfinished business: Mr. Manning will follow up with the Hopewell Board of Supervisors to arrange for a presentation of certificates of appreciation to citizens who recently vacated the Board, namely Mrs. Susan Eliades and Dave Harless, both from Hopewell. Mrs. Eliades completed a four-year term and Mr. Harless relocated his residence. It was recommended to continue the practice of awarding certificates not only to express appreciation but as an awareness to the public of the value of the Library's Board of Trustees and promote interest in serving on the Board.

Chairperson Hawkins called for a motion to fill the secretary's position. On the motion of Ms. Binford, seconded by Ms. Bennett, Dr. Sandra Ruffin was nominated secretary. The motion was carried.

Adjournment: With no further business for discussion, the Chairperson called for adjournment. On the motion of Ms. Bennett and seconded by Ms. Binford, the meeting adjourned at 1:40 p.m.

The next meeting of the ARLS will be held on Wednesday, February 21, 2024, at the Dinwiddie Library, located at 14103 Boydton Plank Road, Dinwiddie.

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

**Statistical Report
February 21, 2024**

Statistical Report - FY2024
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	
															FROM FY22	CHANGE FY22
Burrowsville	FY20	386	303	258	366	270	188	324	265	317	163	66	2	2,908		
	FY21	3	27	21	50	130	126	122	104	153	206	198	308	1,448		
	FY22	213	353	323	319	297	342	297	351	326	294	265	324	3,704		
	FY23	250	244	286	275	307	274	350	329	400	618	496	532	4,361		
	FY24	406	452	459	399	360	330	417	0	0	0	0	0	2,823	19%	38%
Carson Depot	FY20	959	971	759	836	699	678	810	633	528	340	714	9,553	17,480		
	FY21	7,346	4,776	4,591	469	509	521	595	621	749	705	716	699	22,297		
	FY22	823	958	873	936	660	665	666	731	635	711	607	735	9,000		
	FY23	766	863	849	732	539	612	744	663	791	672	884	992	9,107		
	FY24	776	722	756	715	663	701	737	0	0	0	0	0	5,070	-1%	-1%
Dinwiddie	FY20	2,128	1,628	1,577	1,582	1,176	1,360	1,781	1,596	1,085	747	361	10	15,031		
	FY21	53	371	513	720	683	841	827	649	856	805	868	1,048	8,234		
	FY22	1,340	1,598	1,380	1,561	1,395	1,324	1,233	1,327	1,789	1,745	1,445	1,650	17,787		
	FY23	1,603	1,677	1,436	1,491	1,392	1,336	1,390	1,542	1,685	1,385	1,573	1,944	18,454		
	FY24	1,808	1,873	1,583	1,388	1,451	1,655	1,670	0	0	0	0	0	11,428	20%	11%
Disputanta	FY20	360	614	473	501	429	366	446	303	222	140	74	9	3,937		
	FY21	3	2	29	21	96	175	201	238	379	329	401	415	2,289		
	FY22	454	652	583	551	409	424	554	602	751	682	622	598	6,882		
	FY23	447	669	536	494	411	382	461	437	463	431	466	549	5,746		
	FY24	400	566	682	706	658	477	514	0	0	0	0	0	4,003	11%	18%
Hopewell	FY20	12,196	11,082	9,683	10,041	8,436	7,680	8,990	8,994	7,968	7,203	8,254	10,221	110,748		
	FY21	4,994	8,743	8,342	7,408	7,438	7,794	7,833	8,113	9,143	8,403	8,878	9,717	96,806		
	FY22	9,015	8,623	8,765	8,452	7,098	7,442	7,902	7,490	7,523	7,321	8,050	8,143	95,824		
	FY23	9,157	9,812	8,657	8,174	6,969	7,096	7,966	7,714	8,427	7,314	7,851	8,734	97,871		
	FY24	9,985	10,406	8,414	8,906	7,645	7,413	8,429	0	0	0	0	0	61,198	6%	6%

**Statistical Report
February 21, 2024**

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	Month	% of Chg
																by
																from
																FY22
Mckemney	FY20	1,369	797	605	645	553	527	702	630	496	312	157	3	6,796		
	FY21	6	83	219	210	206	396	354	409	453	460	421	563	3,780		
	FY22	610	738	590	594	687	568	619	596	694	849	860	1,030	8,435		
	FY23	1,088	1,236	1,164	1,088	957	852	1,009	971	1,343	918	1,085	1,095	12,806		
	FY24	1,123	1,353	1,197	1,254	1,142	1,055	1,240	0	0	0	0	0	8,364	23%	13%

Prince George	FY20	5,604	5,070	4,455	4,780	4,147	3,023	3,689	3,737	3,016	2,154	1,470	726	41,871		
	FY21	1,479	1,665	3,232	3,218	2,759	2,794	4,814	2,734	3,138	3,050	2,742	3,437	35,062		
	FY22	3,220	3,940	3,139	3,309	2,889	3,020	2,950	3,082	4,943	4,891	3,897	4,728	44,008		
	FY23	5,401	6,096	4,360	3,827	3,883	3,649	3,789	3,809	4,630	5,013	5,783	7,231	57,471		
	FY24	5,508	5,219	4,861	4,386	4,069	3,475	4,581	0	0	0	0	0	32,099	21%	4%

Rohoic	FY20	1,256	1,013	821	1,138	864	819	967	1,101	585	366	207	4	9,141		
	FY21	7	95	40	69	46	86	116	194	256	207	251	323	1,690		
	FY22	568	595	539	789	616	626	883	866	1,077	967	1,114	970	9,590		
	FY23	1,005	888	884	984	889	910	928	866	1,176	1,419	1,217	1,112	14,111		
	FY24	1,332	1,378	1,433	1,377	1,242	961	1,063	0	0	0	0	0	8,786	15%	35%

Econtent	FY20	2,000	1,472	1,466	1,501	1,384	1,418	1,376	1,342	1,326	2,437	2,331	2,063	20,116		
	FY21	1,969	1,986	1,859	1,813	2,141	1,757	2,013	2,104	1,985	1,796	1,976	1,943	23,342		
	FY22	1,854	2,101	1,860	1,686	1,725	1,586	1,825	1,845	1,869	1,635	2,246	1,865	22,097		
	FY23	1,872	2,213	1,782	1,861	1,871	1,629	1,967	1,833	2,062	2,169	2,281	1,893	23,433		
	FY24	2,283	2,358	2,028	2,157	2,270	2,275	2,282	0	0	0	0	0	15,653	16%	19%

ARIS Totals	FY19	26,258	22,950	20,097	21,390	17,958	16,059	19,085	18,601	15,543	13,862	13,634	22,591	228,028		
	FY20	15,860	17,748	18,846	13,978	14,008	14,490	16,875	15,166	17,112	15,961	16,451	18,453	194,948		
	FY21	17,646	18,908	17,498	17,667	15,463	15,748	16,556	16,526	19,235	18,742	18,885	19,860	212,734		
	FY22	21,596	23,681	20,001	18,983	17,216	16,782	18,697	18,639	21,508	19,988	21,687	24,430	243,208		
	FY23	23,621	24,327	21,413	21,288	19,500	18,342	20,933	0	0	0	0	0	149,424	12%	9%

Statistical Report
February 21, 2024

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2024													
Burrowsville	163	25	167	163	116	49	181	0	0	0	0	0	864
Carson Depot	201	221	175	158	111	133	168	0	0	0	0	0	1,167
Dinwiddle	552	563	473	524	503	702	505	0	0	0	0	0	3,822
Disputanta	110	174	183	205	184	124	195	0	0	0	0	0	1,175
Hopewell	11,710	12,700	11,046	11,759	9,020	9,996	10,784	0	0	0	0	0	77,015
McKenney	369	361	397	445	240	313	431	0	0	0	0	0	2,556
Prince George	5,310	4,769	4,320	4,207	3,456	3,166	2,926	0	0	0	0	0	28,154
Rohotic	402	477	493	455	374	368	378	0	0	0	0	0	2,947
TOTAL	18,817	19,290	17,254	17,916	14,004	14,851	15,568	0	0	0	0	0	117,700
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	130	132	125	135	107	112	110	0	0	0	0	0	851
Meeting Room Users	687	708	803	869	607	701	779	0	0	0	0	0	5,154
Book Group	5	17	15	14	14	0	15	0	0	0	0	0	80
Adult Program**	376	790	315	278	498	196	319	0	0	0	0	0	2,772
Non-SRP Child Program	0	0	828	921	856	811	643	0	0	0	0	0	4,059
Non-SRP Teen Program	0	0	10	10	4	22	25	0	0	0	0	0	71
Storytime	440	181	417	302	381	268	302	0	0	0	0	0	2,291
SRP Child	1,348	1,231	0	0	0	0	0	0	0	0	0	0	2,579
SRP Teen	95	112	0	0	0	0	0	0	0	0	0	0	207
Community Outreach	750	517	45	933	248	1,372	114	0	0	0	0	0	3,979
Notary Services	0	19	20	33	22	13	45	0	0	0	0	0	152
Database Usage	4,554	4,187	5,177	428	144	4,334	5,259	0	0	0	0	0	24,083
TOTALS	8,385	7,894	7,755	3,923	2,881	7,829	7,611	0	0	0	0	0	46,278

**Includes online programming

Statistical Report
February 21, 2024

REFERENCE QUESTIONS - FY2024	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	46	40	33	26	36	39	36	0	0	0	0	0	256
Carson Depot	1	5	3	5	51	51	60	0	0	0	0	0	176
Dinwiddie	114	149	169	139	150	130	170	0	0	0	0	0	1,021
Disputanta	33	44	63	99	61	38	32	0	0	0	0	0	370
Hopewell	1,165	1,215	1,008	1,296	1,069	1,226	1,446	0	0	0	0	0	8,425
Mckenney	153	139	106	108	99	131	196	0	0	0	0	0	932
Prince George	869	787	751	812	564	483	833	0	0	0	0	0	5,099
Rohoic	141	183	154	117	115	120	95	0	0	0	0	0	925
TOTALS	2,522	2,562	2,287	2,602	2,145	2,218	2,868	0	0	0	0	0	17,204
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	3	2	8	4	5	10	4	0	0	0	0	0	36
	12	6	14	8	9	10	12	0	0	0	0	0	71
Carson Depot Workstation	42	49	31	50	8	31	25	0	0	0	0	0	236
	17	23	23	27	20	23	24	0	0	0	0	0	157
Dinwiddie Workstation	51	56	40	61	46	39	39	0	0	0	0	0	332
	50	65	40	33	33	19	32	0	0	0	0	0	272
Disputanta Workstation	18	54	34	61	57	39	50	0	0	0	0	0	313
	66	54	51	88	99	78	86	0	0	0	0	0	522
Hopewell Workstation	1,296	1,568	1,366	1,218	1,016	1,034	1,331	0	0	0	0	0	8,829
	683	751	662	643	599	591	632	0	0	0	0	0	4,561
Mckenney Workstation	33	40	24	37	19	42	39	0	0	0	0	0	234
	69	58	42	57	51	63	64	0	0	0	0	0	404
Prince George Workstation	359	421	334	357	278	270	309	0	0	0	0	0	2,328
	219	207	205	254	212	228	226	0	0	0	0	0	1,551
Rohoic Workstation	24	38	22	27	20	11	14	0	0	0	0	0	156
	27	44	31	38	25	37	20	0	0	0	0	0	222
TOTALS	2,969	3,436	2,927	2,963	2,497	2,525	2,907	0	0	0	0	0	20,224

Scanner Usage 780 1,275 959 1,195 844 791 1,211 0 0 0 0 0 0 7,055

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2023 - June 30, 2024

fund#	Revenue 01/31/24	FY2024 Adopted	Receipts to		Monthly Receipts - 01/24	Total Receipts - 01/31/24	Percentage Received	Balance Due
			Previous Month	01/24				
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000	
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000	
102	Hopewell	\$702,423	\$351,212	\$175,606	\$526,817	75.0%	\$175,606	
103	Dinwiddie	\$335,995	\$167,998	\$83,999	\$251,996	75.0%	\$83,999	
104	Prince George	\$671,456	\$335,728	\$167,864	\$503,592	75.0%	\$167,864	
105	State Funds	\$524,012	\$292,309	\$161,306	\$453,614	86.6%	\$70,398	
106	Lost/Damaged/Fees	\$8,000	\$1,449	\$433	\$1,882	23.5%	\$6,118	
107	Copying/Fax Receipts	\$25,000	\$11,995	\$1,809	\$13,804	55.2%	\$11,196	
108	Endowment Funds	\$16,766	\$16,984	\$0	\$16,984	101.3%	(\$218)	
109	E-Rate Refunds	\$16,000	\$13,383	\$0	\$13,383	83.6%	\$2,617	
110	Gifts/Donations	\$1,000	\$470	\$20	\$490	49.0%	\$510	
111	Grants	\$1,000	\$2,500	\$0	\$2,500	250.0%	(\$1,500)	
112	Other	\$1,500	\$1,697	\$80	\$1,778	118.5%	(\$278)	
	TOTALS	\$2,423,152	\$1,195,724	\$591,117	\$1,786,841	73.7%	\$636,311	

Fund#	EXPENSES 01/31/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 01/2024	TOTAL EXPENSES 01/31/24	PERCENTAGE SPENT	BALANCE
Personnel							
200	MILS Salaries & Wages	\$525,982	\$261,223	\$40,232	\$301,455	57.3%	\$224,527
201	Non-MILS Salary & Wages	\$701,778	\$333,953	\$50,141	\$384,095	54.7%	\$317,684
202	Benefits for Staff/Retirees	\$352,192	\$154,291	\$25,323	\$179,614	51.0%	\$172,578
	Total Personnel	\$1,579,952	\$749,467	\$115,696	\$865,163	54.8%	\$714,789
Books & Materials							
300	Books	\$105,000	\$48,332	\$9,055	\$57,387	54.7%	\$47,613
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$13,918	\$1,162	\$15,080	50.3%	\$14,920
303	Print News & Periodicals	\$10,000	\$0	\$7,030	\$7,030	70.3%	\$2,970
304	Audiovisual Materials	\$25,000	\$11,704	\$3,061	\$14,765	59.1%	\$10,235
305	Electronic Materials	\$5,500	\$10,064	\$0	\$10,064	183.0%	(\$4,564)
306	Material Services Supplies	\$6,000	\$2,803	\$0	\$2,803	46.7%	\$3,197
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$26,000	\$65	\$26,065	104.3%	(\$1,065)
	Total Books & Materials	\$227,500	\$112,821	\$20,374	\$133,195	58.5%	\$94,305
Capital Expenditures							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$15,000	\$13,327	\$28	\$13,355	89.0%	\$1,645
401	Computer Hardware	\$70,000	\$3,126	\$19,257	\$22,383	32.0%	\$47,617
	Total Capital Expenditures	\$85,000	\$16,453	\$19,285	\$35,738	42.0%	\$49,262
Contractual							
500	Lyrais ILL Services	\$3,100	\$0	\$3,274	\$3,274	105.6%	(\$174)
Software & Web Based App.							
501	Licensing Contracts	\$60,000	\$38,316	\$7,046	\$45,362	75.6%	\$14,638
502	Audit	\$21,500	\$3,480	\$0	\$3,480	16.2%	\$18,020
503	Cataloging MARC Records	\$3,000	\$5,120	\$0	\$5,120	170.7%	(\$2,120)
505	Computer Support/Service Calls	\$70,000	\$42,444	\$16,454	\$58,898	84.1%	\$11,102

Fund#	EXPENSES 01/31/2024	FY24 Adopted Budget	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 01/2024	TOTAL EXPENSES 01/31/24	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$40,000	\$21,155	\$2,589	\$23,745	59.4%	\$16,255
508	Printing and Publications	\$5,000	\$2,768	\$0	\$2,768	55.4%	\$2,232
	Total Contractual	\$202,600	\$113,283	\$29,364	\$142,647	70.4%	\$59,953
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$2,328	\$32	\$2,361	33.7%	\$4,639
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	\$13,331	\$834	\$14,165	70.8%	\$5,835
604	Travel / Workshops /Conf. Fees	\$5,000	\$4,698	\$244	\$4,942	98.8%	\$58
605	Training / Education	\$2,000	\$968	\$949	\$1,917	95.9%	\$83
606	Utilities	\$3,750	\$1,596	\$341	\$1,937	51.6%	\$1,813
607	Telephone (Voice)	\$13,600	\$6,105	\$707	\$6,812	50.1%	\$6,788
608	Insurance	\$12,750	\$39	\$0	\$39	0.3%	\$12,711
609	Vehicle Maintenance & Fuel	\$5,000	\$1,047	\$195	\$1,242	24.8%	\$3,758
610	Job & Contracting Advertising	\$2,500	\$0	\$0	\$0	0.0%	\$2,500
611	Promotional Advertising	\$2,000	\$391	\$0	\$391	19.5%	\$1,609
612	Organization/Association Dues	\$3,500	\$1,354	\$1,275	\$2,629	75.1%	\$871
613	Postage	\$5,500	\$2,295	\$955	\$3,251	59.1%	\$2,249
614	Janitorial	\$94,000	\$46,085	\$7,677	\$53,762	57.2%	\$40,238
615	Other Building Maintenance	\$9,000	\$11,319	\$459	\$11,778	130.9%	(\$2,778)
616	Restricted - Donation/Grant	\$2,500	\$2,500	\$0	\$2,500	100.0%	\$0
	Total	\$281,250	\$148,349	\$19,967	\$168,316	59.8%	\$112,934
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$425	\$0	\$425	6.1%	\$6,575
701	YS Programming & Supplies	\$4,500	\$2,347	\$86	\$2,433	54.1%	\$2,067
703	Adult Programming & Supplies	\$8,000	\$4,267	\$435	\$4,702	58.8%	\$3,298

Fund#	EXPENSES 01/31/2024	FY24		TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 01/2024	TOTAL EXPENSES 01/31/24	PERCENTAGE SPENT	BALANCE
		Adopted Budget						
704	Local History Collection/Progs.	\$350		\$0	\$0	\$0	0.0%	\$350
705	Reserve	\$20,000		\$0	\$0	\$0	0.0%	\$20,000
709	Misc. Professional Serv. & Other	\$9,500		\$9,134	\$701	\$9,835	103.5%	(\$335)
	Total Programs/Activ./Other	\$49,350		\$16,173	\$1,222	\$17,395	35.2%	\$31,955
	GRAND TOTALS	\$2,425,652		\$1,156,547	\$205,907	\$1,362,454	56.2%	\$1,063,198

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/11/24	200777	21000-100	Federal Taxes Withheld	2,991.74	
			Social Security Taxes		
1/11/24	200777	22000-100	Withheld	2,782.83	
1/11/24	200777	22000-100	SB Social Security	134.27	
1/11/24	200777	22000-100	ARLS Social Security	2,648.56	
1/11/24	200777	23000-100	Medicare Taxes Withheld	650.82	
1/11/24	200777	23000-100	SB Medicare Taxes	31.40	
1/11/24	200777	23000-100	ARLS Medicare	619.42	
			Electronic Federal Tax		
1/11/24	200777	10006-100	Payment		9,859.04
1/25/24	200778	21000-100	Federal Taxes Withheld	3,168.73	
			Social Security Taxes		
1/25/24	200778	22000-100	Withheld	3,004.15	
1/25/24	200778	22000-100	SB Social Security	134.27	
1/25/24	200778	22000-100	ARLS Social Security	2,869.88	
1/25/24	200778	23000-100	Medicare Taxes Withheld	702.60	
1/25/24	200778	23000-100	SB Medicare Taxes	31.40	
1/25/24	200778	23000-100	ARLS Medicare	671.20	
			Electronic Federal Tax		
1/25/24	200778	10006-100	Payment		10,582.23
1/4/24	2013-929	70540-600	FC Life Insurance	64.21	
1/4/24	2013-929	70540-600	FC VRS Retirement	185.92	
1/4/24	2013-929	27000-200	VRS Withheld	3,211.08	
1/4/24	2013-929	70460-100	ARLS VRS Insurance	912.97	
1/4/24	2013-929	70460-100	ARLS VRS Retirement	1,997.03	
1/4/24	2013-929	10006-100	Treasurer of Virginia		6,371.21
1/11/24	2013-931	27000-300	EZ Link Withheld	217.60	
1/11/24	2013-931	70460-100	Ez Link Retirement	542.01	
1/11/24	2013-931	10006-100	Treasurer of Virginia		759.61
1/11/24	2013-932	27000-400	EZ Link Voluntary	487.94	
1/11/24	2013-932	10006-100	Treasurer of Virginia		487.94
1/25/24	2013-935	27000-400	EZ Link Voluntary	487.94	
1/25/24	2013-935	10006-100	Treasurer of Virginia		487.94
1/25/24	2013-936	27000-300	EZ Link Withheld	217.60	
1/25/24	2013-936	70460-100	Ez Link Retirement	542.01	
1/25/24	2013-936	10006-100	Treasurer of Virginia		759.61
1/4/24	2024-190E	85110-100	Invoice: Amazon 9858	85.56	
1/4/24	2024-190E	83700-200	Invoice: Amazon 9866	13.98	
1/4/24	2024-190E	84810-100	Invoice: Amazon 9865	19.46	
1/4/24	2024-190E	83700-200	Invoice: Amazon 9865	18.90	
1/4/24	2024-190E	80405-100	Invoice: Amazon 9873	209.83	
1/4/24	2024-190E	80410-100	Invoice: Amazon 9873	29.99	
1/4/24	2024-190E	80460-100	Invoice: Amazon 9873	46.93	
1/4/24	2024-190E	80020-100	Invoice: Amazon 12/19/23	69.90	
1/4/24	2024-190E	10006-100	Amazon.com		494.55
1/4/24	2024-191E	80250-100	Invoice: 5018684608	142.61	
1/4/24	2024-191E	80020-100	Invoice: 5018662222	489.47	
1/4/24	2024-191E	80020-100	Invoice: 5018678316	369.69	
1/4/24	2024-191E	10006-100	Baker & Taylor		1,001.77

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/4/24	2024-192E	80460-100	Invoice: 2133012	123.18	
1/4/24	2024-192E	80460-100	Invoice: 2130494	392.05	
1/4/24	2024-192E	10006-100	Blackstone Publishing #8299 60 019 0107136		515.23
1/4/24	2024-193E	84100-430	Telephone - Disputanta #8299 60 019 0107136	62.90	
1/4/24	2024-193E	82600-430	Internet - Disputanta	289.71	
1/4/24	2024-193E	10006-100	Comcast Communications #8299 60 021 0013348		352.61
1/4/24	2024-194E	84100-440	Telephone - McKenney #8299 60 021 0013348	97.85	
1/4/24	2024-194E	82600-440	Internet - McKenney	409.28	
1/4/24	2024-194E	10006-100	Comcast Communications		507.13
1/4/24	2024-195E	81100-100	Analog Terminal Adapters Labor - Switching Phone	384.00	
1/4/24	2024-195E	82470-100	Lines Over	3,200.00	
1/4/24	2024-195E	10006-100	Connect IT		3,584.00
1/4/24	2024-196E	84100-100	Telephone - Regional	263.27	
1/4/24	2024-196E	10006-100	Clearfly		263.27
1/4/24	2024-197E	84000-200	Utilities - HQ	25.70	
1/4/24	2024-197E	84000-410	Utilities - Carson	25.70	
1/4/24	2024-197E	84000-480	Utilities - Burrowsville	25.71	
1/4/24	2024-197E	10006-100	Diamond Springs		77.11
1/4/24	2024-198E	84000-410	Utilities - Carson	263.61	
1/4/24	2024-198E	10006-100	Dominion Energy Virginia		263.61
1/4/24	2024-199E	81210-420	Dinwiddie Workstation	7,808.04	
1/4/24	2024-199E	81210-410	Carson - Workstation	7,808.04	
1/4/24	2024-199E	10006-100	E-N Computers, Inc.		15,616.08
1/4/24	2024-200E	82450-100	Monthly Billing - January	2,634.28	
1/4/24	2024-200E	82450-100	Managed Workstations	3,519.12	
1/4/24	2024-200E	82450-100	Cloud Storage	20.88	
1/4/24	2024-200E	82450-100	Internet	80.00	
1/4/24	2024-200E	83700-100	Cables for Switch Project	113.75	
1/4/24	2024-200E	82450-100	Labor - Switch Project	6,000.00	
1/4/24	2024-200E	10006-100	E-N Computers, Inc.		12,368.03
1/4/24	2024-201E	81210-200	Rent - Security Equipment Huntington Technology	1,332.00	
1/4/24	2024-201E	10006-100	Finance		1,332.00
1/4/24	2024-202E	80038-100	Invoice: 63012983	21.14	
1/4/24	2024-202E	80038-100	Invoice: 63012982	22.22	
1/4/24	2024-202E	80025-100	Invoice: 63012981	66.48	
1/4/24	2024-202E	80010-100	Invoice: 67671663	229.01	
1/4/24	2024-202E	80015-100	Invoice: 67671662	19.42	
1/4/24	2024-202E	80038-100	Invoice: 67671661	22.65	
1/4/24	2024-202E	80038-100	Invoice: 67671660	11.11	
1/4/24	2024-202E	80010-100	Invoice: 67671659	61.88	
1/4/24	2024-202E	80015-100	Invoice: 63011443	28.79	
1/4/24	2024-202E	80038-100	Invoice: 63011442	7.01	
1/4/24	2024-202E	80038-100	Invoice: 63011441	10.25	

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1/4/24	2024-202E	80030-100	Invoice: 63011440	284.89	
1/4/24	2024-202E	80010-100	Invoice: 67671536	1,008.12	
1/4/24	2024-202E	80010-100	Invoice: 67671535	9.69	
1/4/24	2024-202E	80010-100	Invoice: 63011438	549.81	
1/4/24	2024-202E	80210-100	Invoice: 67671664	15.97	
1/4/24	2024-202E	80230-100	Invoice: 63011446	17.94	
1/4/24	2024-202E	80230-100	Invoice: 63011445	11.96	
1/4/24	2024-202E	80200-100	Invoice: 63011444	59.95	
1/4/24	2024-202E	80230-100	Invoice: 63011437	78.77	
1/4/24	2024-202E	80230-100	Invoice: 63012987	7.18	
1/4/24	2024-202E	80200-100	Invoice: 63012986	19.48	
1/4/24	2024-202E	80015-100	Invoice: 63012985	44.95	
1/4/24	2024-202E	80010-100	Invoice: 63012984	198.07	
1/4/24	2024-202E	80030-100	Invoice: 63011439	31.71	
1/4/24	2024-202E	80025-100	Invoice: 67671534	29.19	
1/4/24	2024-202E	80210-100	Invoice: 63013803	35.02	
1/4/24	2024-202E	80230-100	Invoice: 67674389	7.18	
1/4/24	2024-202E	80038-100	Invoice: 63013805	22.65	
1/4/24	2024-202E	80010-100	Invoice: 67674383	58.16	
1/4/24	2024-202E	80030-100	Invoice: 67674382	199.47	
1/4/24	2024-202E	80010-100	Invoice: 67674387	30.29	
1/4/24	2024-202E	80010-100	Invoice: 67674388	144.19	
1/4/24	2024-202E	80025-100	Invoice: 67674386	254.46	
1/4/24	2024-202E	10006-100	Ingram Library Services		3,619.06
1/4/24	2024-203E	80440-100	Invoice: 504808038	186.14	
1/4/24	2024-203E	80410-100	Invoice: 504808036	120.63	
1/4/24	2024-203E	80410-100	Invoice: 504808034	24.22	
1/4/24	2024-203E	80440-100	Invoice: 504808039	42.08	
1/4/24	2024-203E	80440-100	Invoice: 504781635	396.72	
1/4/24	2024-203E	80405-100	Invoice: 504781634	455.37	
1/4/24	2024-203E	80410-100	Invoice: 504781632	164.71	
1/4/24	2024-203E	80410-100	Invoice: 504781631	45.33	
1/4/24	2024-203E	80405-100	Invoice: 504808037	81.16	
1/4/24	2024-203E	81000-300	Invoice: 504858211	65.09	
1/4/24	2024-203E	10006-100	Midwest Tape		1,581.45
1/4/24	2024-204E	84700-100	Quarterly Lease - Jan 20 to Apr 19, 2024	354.15	
1/4/24	2024-204E	10006-100	Pitney Bowes Global Financial Services		354.15
1/4/24	2024-205E	84700-100	Postage	601.00	
1/4/24	2024-205E	10006-100	Purchase Power		601.00
1/4/24	2024-206E	81410-100	ITS.MARC AV Access	1,088.00	
1/4/24	2024-206E	81410-100	4/1/24 - 3/31/25 ITS.MARC Core	2,186.00	
1/4/24	2024-206E	10006-100	The Library Corporation		3,274.00
1/4/24	2024-207E	20200-400	Truist - 1/21/24	6,072.93	
1/4/24	2024-207E	10006-100	Truist		6,072.93
1/4/24	2024-208E	84100-480	Telephone - Burrowsville	18.56	
1/4/24	2024-208E	10006-100	Verizon		18.56

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1/4/24	2024-209E	82070-100	Graphic Design of Website	4,057.50	
1/4/24	2024-209E	10006-100	Yobo, Inc.		4,057.50
1/8/24	2024-210E	10007-100	Gross MLS	15,352.17	
1/8/24	2024-210E	10007-100	Gross Non MLS	8,911.80	
1/8/24	2024-210E	10007-100	Gross Hourly	10,859.98	
1/8/24	2024-210E	10007-100	Gross Smart Beginnings	1,752.95	
1/8/24	2024-210E	10006-100	ARLS-Payroll		36,876.90
1/18/24	2024-211E	80405-100	Invoice: Amazon 9873.1	119.98	
1/18/24	2024-211E	80410-100	Invoice: Amazon 9873.1	99.87	
1/18/24	2024-211E	80038-100	Invoice: Amazon CM 4VPC	-15.99	
1/18/24	2024-211E	80038-100	Invoice: Amazon 1/2/24	31.98	
1/18/24	2024-211E	80200-100	Invoice: Amazon 1/8/24	17.17	
1/18/24	2024-211E	83700-100	Invoice: Amazon 9886	101.94	
1/18/24	2024-211E	10006-100	Amazon.com		354.95
1/18/24	2024-212E	70470-100	Retirees Health Insurance	422.00	
			Anthem BlueCross		
1/18/24	2024-212E	10006-100	BlueShield		422.00
1/18/24	2024-213E	70550-600	FC Health Insurance	877.50	
1/18/24	2024-213E	70470-100	ARLS Health Insurance	14,538.74	
			Anthem BlueCross		
1/18/24	2024-213E	10006-100	BlueShield		15,416.24
1/18/24	2024-214E	80460-100	Invoice: 2135159	42.95	
1/18/24	2024-214E	10006-100	Blackstone Publishing		42.95
			#8299 60 020 0107829		
1/18/24	2024-215E	82600-460	Internet - Rohoic	262.45	
1/18/24	2024-215E	10006-100	Comcast Communications		262.45
			#8299 60 020 0108397		
1/18/24	2024-216E	82600-420	Internet - Dinwiddie	259.92	
1/18/24	2024-216E	10006-100	Comcast Communications		259.92
			#8299 60 019 0106328		
1/18/24	2024-217E	84100-450	Telephone - PG	75.16	
			#8299 60 019 0106328		
1/18/24	2024-217E	82600-450	Internet - PG	406.97	
1/18/24	2024-217E	10006-100	Comcast Communications		482.13
			#8299 60 020 0356327		
1/18/24	2024-218E	82600-410	Internet - Carson	309.07	
1/18/24	2024-218E	10006-100	Comcast Communications		309.07
			#8299 60 017 0205967		
1/18/24	2024-219E	84100-200	Telephone - HQ	55.40	
			#8299 60 017 0205967		
1/18/24	2024-219E	82600-200	Internet - HQ	433.03	
1/18/24	2024-219E	10006-100	Comcast Communications		488.43
1/18/24	2024-220E	81210-100	Laptops for YS - May 2022	2,308.56	
1/18/24	2024-220E	10006-100	E-N Computers, Inc.		2,308.56
1/18/24	2024-221E	84100-410	Telephone - Carson	133.82	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/18/24	2024-221E	10006-100	Granite Telecommunications		133.82
1/18/24	2024-222E	80200-100	Invoice: 63013845	13.49	
1/18/24	2024-222E	80200-100	Invoice: 63014693	13.49	
1/18/24	2024-222E	80010-100	Invoice: 63013844	54.49	
1/18/24	2024-222E	80230-100	Invoice: 63013847	43.08	
1/18/24	2024-222E	80230-100	Invoice: 63013848	7.18	
1/18/24	2024-222E	80230-100	Invoice: 63013839	37.40	
1/18/24	2024-222E	80230-100	Invoice: 63014694	5.98	
1/18/24	2024-222E	80210-100	Invoice: 63013840	31.90	
1/18/24	2024-222E	80210-100	Invoice: 63013838	10.78	
1/18/24	2024-222E	80210-100	Invoice: 63013846	22.78	
1/18/24	2024-222E	80210-100	Invoice: 63013837	23.54	
1/18/24	2024-222E	80210-100	Invoice: 63014690	38.38	
1/18/24	2024-222E	80210-100	Invoice: 63014691	33.04	
1/18/24	2024-222E	80025-100	Invoice: 63014692	228.11	
1/18/24	2024-222E	80025-100	Invoice: 63013841	67.94	
1/18/24	2024-222E	80025-100	Invoice: 63013842	63.43	
1/18/24	2024-222E	80025-100	Invoice: 63013804	754.77	
1/18/24	2024-222E	80038-100	Invoice: 63013843	22.65	
1/18/24	2024-222E	80015-100	Invoice: 67675119	61.50	
1/18/24	2024-222E	80010-100	Invoice: 67675117	26.66	
1/18/24	2024-222E	80010-100	Invoice: 67675118	26.66	
1/18/24	2024-222E	80038-100	Invoice: 67675116	183.25	
1/18/24	2024-222E	80030-100	Invoice: 63015438	591.11	
1/18/24	2024-222E	80015-100	Invoice: 63015270	15.95	
1/18/24	2024-222E	80015-100	Invoice: 63015271	480.52	
1/18/24	2024-222E	80010-100	Invoice: 63015439	368.36	
1/18/24	2024-222E	80230-100	Invoice: 63015267	13.69	
1/18/24	2024-222E	80210-100	Invoice: 63015268	17.12	
1/18/24	2024-222E	80025-100	Invoice: 63015437	72.69	
1/18/24	2024-222E	80025-100	Invoice: 63015269	32.40	
1/18/24	2024-222E	80030-100	Invoice: 63015969	56.52	
1/18/24	2024-222E	80015-100	Invoice: 63015972	64.74	
1/18/24	2024-222E	80010-100	Invoice: 63015971	68.28	
1/18/24	2024-222E	80230-100	Invoice: 63015973	5.98	
1/18/24	2024-222E	80230-100	Invoice: 63015967	11.15	
1/18/24	2024-222E	80210-100	Invoice: 63015966	36.12	
1/18/24	2024-222E	80025-100	Invoice: 63015968	132.36	
1/18/24	2024-222E	80038-100	Invoice: 63015970	697.47	
1/18/24	2024-222E	80030-100	Invoice: 63016895	97.91	
1/18/24	2024-222E	80015-100	Invoice: 63016898	21.58	
1/18/24	2024-222E	80200-100	Invoice: 63016899	17.98	
1/18/24	2024-222E	80230-100	Invoice: 63016892	73.33	
1/18/24	2024-222E	80210-100	Invoice: 63016893	34.12	
1/18/24	2024-222E	80025-100	Invoice: 63016894	65.03	
1/18/24	2024-222E	80038-100	Invoice: 63016897	29.13	
1/18/24	2024-222E	80038-100	Invoice: 63016896	40.78	
1/18/24	2024-222E	80030-100	Invoice: 63017389	83.69	

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1/18/24	2024-222E	80015-100	Invoice: 63017392	21.60	
1/18/24	2024-222E	80200-100	Invoice: 63017393	14.99	
1/18/24	2024-222E	80010-100	Invoice: 63017391	32.37	
1/18/24	2024-222E	80230-100	Invoice: 63017394	13.16	
1/18/24	2024-222E	80210-100	Invoice: 63017387	17.49	
1/18/24	2024-222E	80025-100	Invoice: 63017388	123.57	
1/18/24	2024-222E	80038-100	Invoice: 63017390	43.69	
1/18/24	2024-222E	10006-100	Ingram Library Services		5,165.38
1/18/24	2024-223E	80410-100	Invoice: 504837003	33.22	
1/18/24	2024-223E	80440-100	Invoice: 504871887	65.45	
1/18/24	2024-223E	80405-100	Invoice: 504900288	74.37	
1/18/24	2024-223E	80440-100	Invoice: 504900287	241.96	
1/18/24	2024-223E	80410-100	Invoice: 504900285	34.72	
1/18/24	2024-223E	80410-100	Invoice: 504900284	30.22	
1/18/24	2024-223E	10006-100	Midwest Tape		479.94
1/18/24	2024-224E	85850-100	Monthly Shredding	80.22	
1/18/24	2024-224E	10006-100	Shred-It USA LLC		80.22
1/18/24	2024-225E	82070-100	Westlaw Proflex - December	569.79	
1/18/24	2024-225E	10006-100	Thomson Reuters - West LS2 Installation on Non-TLC Server		569.79
1/18/24	2024-226E	82470-100	The Library Corporation	1,000.00	
1/18/24	2024-226E	10006-100			1,000.00
1/22/24	2024-227E	10007-100	Gross MLS	15,352.17	
1/22/24	2024-227E	10007-100	Gross Non MLS	8,911.80	
1/22/24	2024-227E	10007-100	Gross Hourly	13,979.41	
1/22/24	2024-227E	10007-100	Gross Smart Beginnings	1,752.95	
1/22/24	2024-227E	10006-100	ARLS-Payroll		39,996.33
1/4/24	43921	83810-450	Travel - PG 12/18/23	7.98	
1/4/24	43921	10006-100	Felicia Bouldin		7.98
1/4/24	43922	83810-450	Travel - PG 12/18/23	11.11	
1/4/24	43922	10006-100	Sharmeyne Cherry Travel - Carson - 12/11/23, 12/18/23	28.38	
1/4/24	43923	83810-410	Alyssa Noe		28.38
1/4/24	43924	83810-420	Travel - Dinwiddie - 12/11/23	18.13	
1/4/24	43924	10006-100	Mary Johnson Travel - McKenney		18.13
1/4/24	43925	83810-440	12/11/23, 12/14/23	66.66	
1/4/24	43925	83810-440	Travel - McKenney 12/18/23	42.42	
1/4/24	43925	10006-100	Lori Booth Travel - HQ 11/30/23, 12/13/23, 12/14/23	69.48	
1/4/24	43926	83810-200	Rija Mughal		69.48
1/4/24	43927	85200-100	Chair Yoga 12/13, 12/20/23	80.00	
1/4/24	43927	10006-100	Lauren Hannon		80.00

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/4/24	43928	85200-100	Yoga Classes - 12/4, 12/11, 12/18	120.00	
1/4/24	43928	10006-100	Sharon Jadrnak Library Calendar Annual Subscription		120.00
1/4/24	43929	82070-100		2,000.00	
1/4/24	43929	10006-100	Library Market		2,000.00
1/4/24	43930	84800-200	Janitorial - HQ	4,207.38	
1/4/24	43930	84800-410	Janitorial - Carson	220.00	
1/4/24	43930	84800-420	Janitorial - Dinwiddie	350.00	
1/4/24	43930	84800-430	Janitorial - Disputanta	256.00	
1/4/24	43930	84800-440	Janitorial - McKenney	250.00	
1/4/24	43930	84800-450	Janitorial - PG	1,426.15	
1/4/24	43930	84800-460	Janitorial - Rohoic	220.00	
1/4/24	43930	84800-480	Janitorial - Burrowsville	195.00	
1/4/24	43930	10006-100	MCS Services, Inc.		7,124.53
1/4/24	43931	84900-200	Monitoring of Alarms - HQ	55.00	
1/4/24	43931	84900-450	Monitoring of Alarms - PG	59.00	
1/4/24	43931	10006-100	Petersburg Alarm Company, Inc. CPR/Fisrt Aid Class - 8 students		114.00
1/4/24	43932	83910-100		320.00	
1/4/24	43932	10006-100	Prince George Fire & EMS		320.00
1/4/24	43933	85820-100	Refund - Winter Garden	26.95	
1/4/24	43933	10006-100	Jeanine k. Gilmore		26.95
1/4/24	43934	84800-460	Carpet Cleaning - Rohoic	300.00	
1/4/24	43934	10006-100	Shelby Simmons Tint Glass - Nursing Room & Door	250.00	
1/4/24	43935	84900-200			250.00
1/4/24	43935	10006-100	Solar Tint Copier Maintenance - Base Charge	16.58	
1/18/24	43936	82910-200			
1/18/24	43936	82910-200	Copier Maintenance - Usage Charge	15.61	
1/18/24	43936	10006-100	Canon Solutions America, Inc.		32.19
1/18/24	43937	83500-420	Rent - Dinwiddie Library	300.00	
1/18/24	43937	83500-440	Rent - McKenney Library	300.00	
1/18/24	43937	83500-460	Rent - Rohoic Library	300.00	
1/18/24	43937	10006-100	County of Dinwiddie		900.00
1/18/24	43938	83500-450	Rent - PG Library	1,200.00	
1/18/24	43938	83500-480	Rent - Burrowsville Library	300.00	
1/18/24	43938	83500-430	Rent - Disputanta Library	150.00	
1/18/24	43938	10006-100	County of Prince George		1,650.00
1/18/24	43939	85210-100	Tablecloths and Decorations	7.95	

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

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/18/24	43939	85210-100	Center of the Yarniverse, Prize Tags	11.66	
1/18/24	43939	85210-100	Gift Card Prize	30.00	
1/18/24	43939	10006-100	Catherine Field Chair Yoga - 1/3, 1/10, 1/17/24		49.61
1/18/24	43940	85200-100	Lauren Hannon	120.00	
1/18/24	43940	10006-100	Rent - Hopewell Library		120.00
1/18/24	43941	83500-200	Inv #10592 - Fuel - All Vehicles	3,750.00	
1/18/24	43941	84300-100	Hopewell City Treasurer	194.60	
1/18/24	43941	10006-100	Termite Warranty		3,944.60
1/18/24	43942	84900-410	Houchins Pest Control	95.00	
1/18/24	43942	10006-100	CPR Training - 10 Students		95.00
1/18/24	43943	83910-100	Prince George Fire & EMS	400.00	
1/18/24	43943	10006-100	Refund - DVD - Eternals		400.00
1/18/24	43944	85820-100	Amelia Service	24.79	
1/18/24	43944	10006-100	Refund - Outer Space		24.79
1/18/24	43945	85820-100	Brittney Chappell	9.99	
1/18/24	43945	10006-100	2024 Institutional Dues		9.99
1/18/24	43946	84600-100	Virginia Library Association	1,275.00	
1/18/24	43946	10006-100			1,275.00
	Total			208,991.52	208,991.52

Appomattox Reg Library System

Truist CK #2024-207E

1/4/24

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/28/23	Rotary	83800-100	Presidents Elect		
11/28/23	Rotary	20200-400	Training Semi	390.00	
11/28/23	Rotary	20200-400	Rotary District 7600		390.00
11/29/23	Staples 9841	83700-100	Calendars	283.42	
11/29/23	Staples 9841	20200-400	Staples, Inc.		283.42
11/30/23	Google 11/30/23	82020-100	Google E-Mail	388.76	
11/30/23	Google 11/30/23	20200-400	Google		388.76
12/4/23	Hobby 9850	85110-100	Jewelry, Crafts, Art	89.58	
12/4/23	Hobby 9850	20200-400	Hobby Lobby		89.58
12/4/23	Staples 9852	84810-100	Bleach, Lysol, TP, Trash Bags	326.72	
12/4/23	Staples 9852	20200-400	Staples, Inc.		326.72
12/4/23	Target 9851	85110-100	Candy, Crafts, Kits	88.53	
12/4/23	Target 9851	20200-400	Target		88.53
12/5/23	Sams 9853	83710-100	Supplies - Staff		
12/5/23	Sams 9853	83770-100	Vending Mach	41.98	
12/5/23	Sams 9853	83770-100	Plates, Cups, Cutlery	79.28	
12/5/23	Sams 9853	20200-400	Sam's Club Direct		121.26
12/7/23	Gale 12/7/23	80260-100	Invoice: 82967039	83.97	
12/7/23	Gale 12/7/23	80260-100	Invoice: 82951341	306.64	
12/7/23	Gale 12/7/23	80260-100	Invoice: 82966546	94.46	
12/7/23	Gale 12/7/23	80260-100	Invoice: 82966403	100.46	
12/7/23	Gale 12/7/23	80260-100	Invoice: 82979058	74.97	
12/7/23	Gale 12/7/23	80260-100	Invoice: 82984398	47.98	
12/7/23	Gale 12/7/23	80260-100	Invoice: 82967301	52.48	
12/7/23	Gale 12/7/23	80260-100	Invoice: 82979686	61.47	
12/7/23	Gale 12/7/23	20200-400	Cengage Learning Inc/Gale		822.43
12/7/23	H/PG 9855	84600-100	Association Dues	225.00	
12/7/23	H/PG 9855	20200-400	Hopewell/PG Chamber Commerce		225.00
12/7/23	Read 12/7/23	80210-100	Adult Fiction - SO	56.80	
12/7/23	Read 12/7/23	20200-400	Reader Service		56.80
12/7/23	VPLDA 9857	84600-100	Association Dues	165.00	
12/7/23	VPLDA 9857	20200-400	VA Public Lib. Directors Assoc		165.00
12/11/23	Staples 9863	81100-480	Vacuum - Burrowsville	92.89	
12/11/23	Staples 9863	81100-450	Janitorial Cart - PG	202.19	
12/11/23	Staples 9863	20200-400	Staples, Inc.		295.08
12/11/23	Staples 9864	83700-100	Paper	116.05	
12/11/23	Staples 9864	84810-100	Toilet Paper	70.48	
12/11/23	Staples 9864	20200-400	Staples, Inc.		186.53
12/13/23		82000-100	Software Licenses	29.99	
12/13/23		20200-400	Adobe Indesign		29.99
12/18/23	Lucas 9869	85890-100	Food - Christmas Party	829.92	

Appomattox Reg Library System

Truist CK #2024-207E

1/4/24

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/18/23	Lucas 9869	20200-400	Luca's Italian		
12/18/23	Party 9867	83770-100	Restaurant		829.92
12/18/23	Party 9867	20200-400	Tablecloths	15.80	
			Party City		15.80
12/18/23	Publix 9868	85860-100	Food - Board Meetings	47.84	
			Drinks for Christmas		
12/18/23	Publix 9868	85890-100	Party	21.00	
12/18/23	Publix 9868	20200-400	Publix		68.84
12/19/23	Gale 12/19/23	80020-100	Invoice: 83019862	24.00	
12/19/23	Gale 12/19/23	80020-100	Invoice: 83020098	53.58	
12/19/23	Gale 12/19/23	80260-100	Invoice: 83035354	158.94	
12/19/23	Gale 12/19/23	80260-100	Invoice: 83047118	94.46	
12/19/23	Gale 12/19/23	80260-100	Invoice: 83048007	52.48	
12/19/23	Gale 12/19/23	80260-100	Invoice: 83046978	75.72	
12/19/23	Gale 12/19/23	80260-100	Invoice: 83047696	54.73	
12/19/23	Gale 12/19/23	20200-400	Cengage Learning Inc/Gale		513.91
12/19/23	Rural 12/19/23	82600-480	Internet - Burrowsville	219.00	
12/19/23	Rural 12/19/23	20200-400	RuralBand		219.00
12/19/23	Square 9871	81100-200	Square Terminal for Bookstore	396.98	
12/19/23	Square 9871	20200-400	Square		396.98
12/19/23	Staples 9874	84810-100	Soap, Paper Towels	106.00	
12/19/23	Staples 9874	83700-100	Calendars	39.38	
12/19/23	Staples 9874	20200-400	Staples, Inc.		145.38
12/22/23		83700-410	AED Battery - Carson	414.00	
12/22/23		20200-400	American AED		414.00
	Total			6,072.93	6,072.93

Appomattox Reg Library System
 First Connections Report
 For the Period From Jul 1, 2023 to January 31, 2024

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/23	Beginning Balance			8,262.78
7/24/23	Payment from FC		8,360.28	
7/31/23	July Salary & Benefits	5,882.05		
8/17/23	Payment from FC		5,979.55	
8/31/23	August Salary & Payments	5,882.05		
9/18/23	Payment from FC		5,687.05	
9/30/23	September Salary & Benefits	5,882.05		
10/16/23	Payment from FC		5,882.05	
10/31/23	October Salary & Benefits	5,882.05		
11/27/23	Payment from FC		5,882.05	
11/30/23	November Salary & Benefits	8,262.78		
12/22/23	Payment from FC		8,262.78	
12/31/23	December Salary & Benefits	5,882.05		
1/22/24	Payment from FC		5,882.05	
1/31/24	January Salary & Benefits	5,882.05		
1/31/24	Ending Balance			5,882.05

**Appomattox Regional Library System
Dinwiddie County Branches**

	Calendar Year 2022	Calendar Year 2023
Location		
Dinwiddie	18,124	19,277
McKenney	11,071	13,535
Rohoic	11,417	14,986
Total	40,612	47,798
Percentage Increase in Circulation		18%

**Appomattox Regional Library System
Dinwiddie County Branches**

	Calendar Year 2022	Calendar Year 2023
Location		
Dinwiddie	5,124	6,423
McKenney	2,628	4,095
Rohoic	3,504	5,388
Total	11,256	15,906
Percentage Increase in Patron Visits		41%

**Appomattox Regional Library System
Dinwiddie County Branches**

Calendar Year 2022

Location	Computer Usage	WiFi Usage	Hotspots
Dinwiddie	544	155	58
McKenney	431	318	73
Rohoic	263	104	11
Total	1,238	577	142

Calendar Year 2023

Location	Computer Usage	WiFi Usage	Hotspots
Dinwiddie	630	435	209
McKenney	399	658	285
Rohoic	318	395	78
Total	1347	1488	572
Percentage Increase in 2023	9%	158%	303%

**Appomattox Regional Library System
Prince George County Branches**

Calendar Year 2022

Calendar Year 2023

Location	Calendar Year 2022	Calendar Year 2023
Prince George	51,707	57,771
Burrowsville	3,493	5,131
Carson	8,446	9,079
Disputanta	6,748	6,206
Total	70,394	78,187
Percentage Increase in Circulation		11%

**Appomattox Regional Library System
Prince George County Branches**

Calendar Year 2022

Calendar Year 2023

Location	Calendar Year 2022	Calendar Year 2023
Prince George	38,847	51,103
Burrowsville	1,370	1,435
Carson	1,804	2,162
Disputanta	1,727	1,918
Total	43,748	56,618

Percentage Increase in Patron Visits

29%

**Appomattox Regional Library System
Prince George County Branches**

Calendar Year 2022

Location	Computer Usage	WiFi Usage	Hotspots
Prince George	4,142	1,242	201
Burrowsville	82	15	3
Carson	429	66	163
Disputanta	404	688	91
Total	5,057	2,011	458

Calendar Year 2023

Location	Computer Usage	WiFi Usage	Hotspots
Prince George	4,320	2,476	190
Burrowsville	66	97	16
Carson	538	865	125
Disputanta			83
Total	4,924	3,438	414
Percentage Increase in 2023	-3%	71%	-10%

**Appomattox Regional Library System
Hopewell Library**

Calendar Year 2022

Calendar Year 2023

96,286

100,759

Percentage Increase in Circulation

5%

**Appomattox Regional Library System
Hopewell Library**

Calendar Year 2022

Calendar Year 2023

122,661

141,120

Percentage Increase in Patron Visits

15%

Appomattox Regional Library System
Hopewell Library

Calendar Year 2022

Computer Usage	WiFi Usage	Hotspots
14,578	3,990	177

Calendar Year 2023

15,725	7,270	144
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Percentage Change in 2023 8% 82% -19%