

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

January 21, 2020

Dinwiddie Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM

Board of Trustees

Agenda

January 21, 2020

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 10, 2019 Regular Meeting
Statistical Report – dated January 21, 2020
Financial Report – dated January 21, 2020
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** FY2021 Budget Status
- R3.** Annual Holiday Dinner
- R4.** Facilities Maintenance and Repairs
- R5.** Czech Community Project
- R6.** Upcoming Update of TLC

Committee Reports:

New Business:

Unfinished Business

Adjournment

Next Meeting: February 18, 2020 – Prince George Library at 1:00 p.m.

ARLS Board of Trustees – Minutes of December 10, 2019
Hopewell Library

The ARLS regular monthly meeting was called to order by Chair William Thomas on December 10, 2019 at 1:00 pm at the Hopewell Library.

Trustees present: William Thomas, Chair (PG), Lillian Boyd (PG), Juanita Thorne (PG), Carly Baskerville (D), Martha Sykes (D), Carol King (D), David Harless (H), and Ann Williams (H).

Trustees absent: Susan Eliades (H)

Trustee positions vacant: None

Staff present: Brian Manning, Nicole Coleman, and Chris Wiegard

Approval of Agenda: Ms. Boyd moved to approve the agenda, and Ms. Williams seconded the motion. The motion to approve the agenda passed unanimously.

Consent Agenda: After review and discussion of the consent agenda documents, Ms. Williams motioned to approve the consent agenda, including the October meeting minutes, and Ms. Sykes seconded the motion. The motion to approve the consent agenda passed unanimously.

Communications: None.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update. There is one part-time Circulation position open.

R2. Statistical Data on Library Users and Collections. Mr. Manning showed the Board how he generates the statistical data reports. The Board received an overview of each of the systems used for information gathering and reporting. The combination of these systems allows ARLS to better size the collection and better support patrons' collection and information needs.

R3. Library Participation in Holiday Events. ARLS is participating in several holiday events this year including the Prince George, Hopewell, and Dinwiddie Christmas Parades. Hopewell's Light Up the Night, and Dinwiddie's Grand Illumination.

R4. Annual Holiday Dinner. Scheduled for January 3 at 4pm at Nanny's BBQ. Library branches will close at 3pm.

R5. Annual Budget. The proposed budget was presented to the Board.

Committee Reports:

- **Finance Committee.** Reported on the proposed budget and submitted a motion to approve the budget.

New Business:

- **Approval of the Budget.** Ms. Williams motioned to approve the proposed budget. Mr. Harless seconded the motion. The motion to approve the proposed budget as submitted passed unanimously.
- **ARLS in the News.** Mr. Manning shared all newspaper articles featuring ARLS and its activities over the past few months. At the request of the Board, he will start including a list of upcoming events in the Board packets.
- **Personnel Committee.** The Personnel Committee needs to meet to conduct the annual evaluation of the Library Director. Ms. Sykes will coordinate with other committee members (Eliades and Boyd) to schedule the evaluation.

Unfinished Business

- **Video Equipment Purchase.** Mr. Manning believes ARLS has enough money in the equipment budget to purchase a video camera to record various library programs and community events.

Announcements: The next meeting will be held January 21, 2020 at the Dinwiddie Library at 1pm.

Adjournment: Meeting adjourned at 2:14pm.

Appomattox Regional Library System

Revenue and Expenses

July 1, 2019 - June 30, 2020

fund#	Revenue 01/21/20	FY2020 Adopted	Prev. Total Receipts	Receipts - 12/19	Total Receipts	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	\$630,515	\$315,258	\$157,629	\$472,887	75.0%	\$157,628
103	Dinwiddie	\$287,395	\$143,698	\$0	\$143,698	50.0%	\$143,697
104	Prince George	\$604,127	\$302,064	\$151,032	\$453,096	75.0%	\$151,032
105	State Funds	\$405,679	\$202,840	\$0	\$202,840	50.0%	\$202,839
106	Fines/Fees/Lost	\$15,000	\$5,727	\$2,433	\$8,160	54.4%	\$6,840
107	Copying/Fax Receipts	\$20,200	\$9,923	\$4,457	\$14,380	71.2%	\$5,820
108	Endowment Funds	\$19,000	\$21,289	\$0	\$21,289	112.0%	(\$2,289)
109	E-Rate Refunds	\$25,000	\$16,284	\$0	\$16,284	65.1%	\$8,716
110	Gifts/Donations	\$5,000	\$200	\$100	\$300	6.0%	\$4,700
111	Grants	\$5,000	\$7,400	\$1,500	\$8,900	178.0%	(\$3,900)
112	Other	\$20,000	\$5,645	\$1,292	\$6,937	34.7%	\$13,063
	TOTALS	\$2,156,916	\$1,030,328	\$318,443	\$1,348,771	62.5%	\$808,145

Fund#	EXPENSES 12/31/2019	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 12/19	TOTAL EXPENSES 12/31/19	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$480,000	\$197,830	\$35,969	\$233,799	48.7%	\$246,201
201	Non-MLS Salary & Wages	\$623,153	\$259,098	\$47,125	\$306,223	49.1%	\$316,930
202	Benefits for Staff/Retirees	\$300,000	\$126,286	\$26,016	\$152,302	50.8%	\$147,698
	Total Personnel	\$1,403,153	\$583,214	\$109,110	\$692,324	49.3%	\$710,829
Books & Materials							
300	Books	\$77,000	\$32,941	\$7,427	\$40,368	52.4%	\$36,632
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$38,000	\$12,975	\$798	\$13,773	36.2%	\$24,227
303	Print News & Periodicals	\$12,276	\$3,160	\$762	\$3,922	31.9%	\$8,354
304	Audiovisual Materials	\$26,000	\$10,106	\$1,722	\$11,828	45.5%	\$14,172
305	Electronic Materials	\$8,000	\$1,508	\$0	\$1,508	18.9%	\$6,492
306	Microforms	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$7,400	\$2,443	\$445	\$2,888	39.0%	\$4,512
310	Econtent	\$40,000	\$10,800	\$0	\$10,800	27.0%	\$29,200
	Total Books & Materials	\$229,676	\$73,933	\$11,154	\$85,087	37.0%	\$144,589
Capital Expenditures							
400	Library Non-Computer Equip.	\$6,500	\$1,949	\$31	\$1,980	30.5%	\$4,520
401	Computer Hardware	\$25,000	\$25,845	\$0	\$25,845	103.4%	(\$845)
	Total Capital Expenditures	\$31,500	\$27,794	\$31	\$27,825	88.3%	\$3,675
Contractual							
500	Lyrasis ILL Services	\$3,000	\$89	\$0	\$89	3.0%	\$2,911
501	Software Licensing Contracts	\$35,000	\$22,604	\$5,390	\$27,994	80.0%	\$7,006
502	Audit	\$20,000	\$10,469	\$1,045	\$11,514	57.6%	\$8,486
503	Cataloging MARC Records	\$3,605	\$955	\$192	\$1,147	31.8%	\$2,458
504	Unique Management	\$5,500	\$2,130	\$439	\$2,569	46.7%	\$2,931
505	Computer Support Service Calls	\$55,000	\$23,008	\$4,986	\$27,994	50.9%	\$27,006
506	Other Computer Software Serv.	\$20,000	\$300	\$0	\$300	1.5%	\$19,700

507 Telecomm Internet Line Charges	\$17,000	\$10,502	\$1,936	\$12,438	73.2%	\$4,562
508 Printing and Publications	\$9,500	\$2,959	\$1,570	\$4,529	47.7%	\$4,971
509 Security Guard Service	\$28,000	\$23,220	\$61	\$23,281	83.1%	\$4,719
Total Contractual	\$196,605	\$96,236	\$15,619	\$111,856	56.9%	\$84,749
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$3,395	\$213	\$3,608	72.2%	\$1,392
601 TLC Maintenance Contract	\$19,500	\$20,592	\$0	\$20,592	105.6%	(\$1,092)
602 Facilities and Rent	\$76,650	\$31,500	\$6,300	\$37,800	49.3%	\$38,850
603 Supplies	\$25,000	\$11,030	\$1,427	\$12,457	49.8%	\$12,543
604 Travel / Workshops / Conf. Fees	\$10,500	\$8,839	\$169	\$9,008	85.8%	\$1,492
605 Training / Education	\$3,000	\$814	\$0	\$814	27.1%	\$2,186
606 Utilities	\$5,000	\$1,097	\$223	\$1,320	26.4%	\$3,680
607 Telephone (Voice)	\$13,000	\$4,996	\$1,105	\$6,101	46.9%	\$6,899
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$5,000	\$2,845	\$546	\$3,391	67.8%	\$1,609
610 Job & Contracting Advertising	\$2,000	\$100	\$0	\$100	5.0%	\$1,900
611 Promotional Advertising	\$2,000	\$213	\$0	\$213	10.7%	\$1,787
612 Organization/Association Dues	\$3,500	\$616	\$1,075	\$1,691	48.3%	\$1,809
613 Postage	\$5,000	\$1,704	\$601	\$2,305	46.1%	\$2,695
614 Janitorial	\$64,500	\$25,562	\$5,012	\$30,574	47.4%	\$33,926
615 Other Building Maintenance	\$12,000	\$2,984	\$202	\$3,186	26.6%	\$8,814
Total						
Facilities/Maint./Operations	\$264,587	\$116,287	\$16,873	\$133,160	50.3%	\$131,427
Programs/Activities/Other						
700 YS Summer Reading Program	\$7,000	\$0	\$150	\$150	2.1%	\$6,850
701 YS Programming & Supplies	\$4,500	\$837	\$396	\$1,233	27.4%	\$3,267
703 Adult Programming Supplies	\$7,000	\$3,224	\$469	\$3,693	52.8%	\$3,307
704 Funds for Local History Collection	\$5,000	\$1,610	\$0	\$1,610	32.2%	\$3,391
705 Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709 Misc. Professional Serv. & Other	\$16,000	\$4,497	\$814	\$5,311	33.2%	\$10,689

710 Endowment	\$3,500	\$0	\$0	\$0	\$0	0.0%	\$3,500
Total Programs/Activ./Other	\$50,000	\$10,168	\$1,829	\$11,997	\$38,004	24.0%	\$38,004
GRAND TOTALS	\$2,175,521	\$907,632	\$154,617	\$1,062,249	\$1,113,272	48.8%	\$1,113,272

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Dec 1, 2019 to Dec 31, 2019

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/5/19	200664	21000-100	Federal Taxes Withheld	2,959.17	
12/5/19	200664	22000-100	Social Security Withheld	2,585.62	
12/5/19	200664	22000-100	SB Social Security	131.30	
12/5/19	200664	22000-100	ARLS Social Security	2,454.32	
12/5/19	200664	23000-100	Medicare Withheld	604.69	
12/5/19	200664	23000-100	SB Medicare	30.71	
12/5/19	200664	23000-100	ARLS Medicare	573.98	
			Electronic Federal Tax		
12/5/19	200664	10006-100	Payment		9,339.79
12/19/19	200665	21000-100	Federal Taxes Withheld	3,262.18	
			Social Security Taxes		
12/19/19	200665	22000-100	Withheld	2,835.78	
12/19/19	200665	22000-100	SB Social Security	131.30	
12/19/19	200665	22000-100	ARLS Social Security	2,704.48	
12/19/19	200665	23000-100	Medicare Taxes Withheld	663.21	
12/19/19	200665	23000-100	SB Medicare Taxes	30.71	
12/19/19	200665	23000-100	ARLS Medicare	632.50	
			Electronic Federal Tax		
12/19/19	200665	10006-100	Payment		10,260.16
12/5/19	2013-511	27000-300	EZ Link Withheld	130.06	
12/5/19	2013-511	70460-100	EZ Link Retirement	278.78	
12/5/19	2013-511	10006-100	Treasurer of Virginia		408.84
12/5/19	2013-512	27000-400	EZ Link Voluntary Withheld	229.79	
12/5/19	2013-512	10006-100	Treasurer of Virginia		229.79
12/11/19	2013-513	70540-600	SB Life Insurance	60.04	
12/11/19	2013-513	70540-600	SB VRS Retirement	241.54	
12/11/19	2013-513	27000-200	VRS Withheld	2,883.40	
12/11/19	2013-513	70460-100	ARLS VRS Insurance	765.50	
12/11/19	2013-513	70460-100	ARLS VRS Retirement	2,701.25	
12/11/19	2013-513	10006-100	Treasurer of Virginia		6,651.73
12/11/19	2013-514	27000-300	EZ Link Withheld - Sept	3.91	
12/11/19	2013-514	70460-100	EZ Link Retirement - Sept	6.89	
12/11/19	2013-514	10006-100	Treasurer of Virginia		10.80
12/11/19	2013-515	27000-300	EZ Link Withheld - Sept	3.91	
12/11/19	2013-515	70460-100	EZ Link Retirement - Sept	6.89	
12/11/19	2013-515	10006-100	Treasurer of Virginia		10.80
12/11/19	2013-516	27000-300	EZ Link Withheld - Oct	3.67	
12/11/19	2013-516	70460-100	EZ Link Retirement - Oct	6.65	
12/11/19	2013-516	10006-100	Treasurer of Virginia		10.32
12/11/19	2013-517	27000-300	EZ Link Withheld - Oct	3.67	
12/11/19	2013-517	70460-100	EZ Link Retirement - Oct	6.65	
12/11/19	2013-517	10006-100	Treasurer of Virginia		10.32
12/11/19	2013-518	27000-300	EZ Link Withheld - Nov	3.67	
12/11/19	2013-518	70460-100	EZ Link Retirement - Nov	6.65	
12/11/19	2013-518	10006-100	Treasurer of Virginia		10.32
12/11/19	2013-519	27000-300	EZ Link Withheld - Nov	3.67	
12/11/19	2013-519	70460-100	EZ Link Retirement - Nov	6.65	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/11/19	2013-519	10006-100	Treasurer of Virginia		10.32
12/11/19	2013-520	27000-300	EZ Link Withheld - Dec	3.67	
12/11/19	2013-520	70460-100	EZ Link Retirement - Dec	6.65	
12/11/19	2013-520	10006-100	Treasurer of Virginia		10.32
			EZ Link Voluntary Withheld		
12/11/19	2013-521	27000-400	- Sept	4.59	
12/11/19	2013-521	10006-100	Treasurer of Virginia		4.59
			EZ Link Voluntary Withheld		
12/11/19	2013-522	27000-400	- Sept	4.59	
12/11/19	2013-522	10006-100	Treasurer of Virginia		4.59
			EZ Link Voluntary Withheld		
12/11/19	2013-523	27000-400	- Oct	4.59	
12/11/19	2013-523	10006-100	Treasurer of Virginia		4.59
			EZ Link Voluntary Withheld		
12/11/19	2013-524	27000-400	- Oct	4.59	
12/11/19	2013-524	10006-100	Treasurer of Virginia		4.59
			EZ Link Voluntary Withheld		
12/11/19	2013-525	27000-400	- Nov	4.59	
12/11/19	2013-525	10006-100	Treasurer of Virginia		4.59
			EZ Link Voluntary Withheld		
12/11/19	2013-526	27000-400	- Nov	4.59	
12/11/19	2013-526	10006-100	Treasurer of Virginia		4.59
			EZ Link Voluntary Withheld		
12/11/19	2013-527	27000-400	- Dec	4.59	
12/11/19	2013-527	10006-100	Treasurer of Virginia		4.59
12/19/19	2013-530	27000-400	EZ Link Voluntary Withheld	234.38	
12/19/19	2013-530	10006-100	Treasurer of Virginia		234.38
12/19/19	2013-531	27000-300	EZ Link Withheld	133.73	
12/19/19	2013-531	70460-100	EZ Link Retirement	244.58	
12/19/19	2013-531	10006-100	Treasurer of Virginia		378.31
12/2/19	41696	10007-100	Gross MLS	13,820.07	
12/2/19	41696	10007-100	Gross Non MLS	7,025.70	
12/2/19	41696	10007-100	Gross Hourly	11,179.02	
12/2/19	41696	10007-100	Gross Smart Beginnings	1,661.14	
12/2/19	41696	10006-100	ARLS-Payroll		33,685.93
12/11/19	41697	83700-100	Invoice: 98042796	538.99	
12/11/19	41697	10006-100	Midwest Tape		538.99
			Background Verification - J.		
12/11/19	41698	85800-100	Corrigan	34.00	
12/11/19	41698	10006-100	Active Screening		34.00
			#8299 60 021 0013348		
12/11/19	41699	84100-440	Telephone - McKenney	76.85	
			#8299 60 021 0013348		
12/11/19	41699	82600-440	Internet - McKenney	223.22	
			#8299 60 019 0107136		
12/11/19	41699	84100-430	Telephone - Disputanta	56.90	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			#8299 60 019 0107136		
12/11/19	41699	82600-430	Internet - Disputanta	166.21	
12/11/19	41699	10006-100	Comcast Communications		523.18
12/11/19	41700	83700-100	Label, Stamp Pads, Tape	110.65	
12/11/19	41700	10006-100	DEMCO, Inc.		110.65
12/11/19	41701	84100-410	Telephone - Carson	197.31	
12/11/19	41701	10006-100	Granite Telecommunications		197.31
12/11/19	41702	84900-410	Grounds Maintenance - Carson	87.50	
12/11/19	41702	10006-100	Heaton's Lawn Maintenance, LLC		87.50
12/11/19	41703	80300-440	Newspaper - McKenney	286.00	
12/11/19	41703	10006-100	The Progress Index		286.00
12/11/19	41704	80300-410	Newspaper - Carson	476.15	
12/11/19	41704	10006-100	Richmond Times Dispatch		476.15
12/11/19	41705	20200-400	Suntrust 12/22/19	3,017.90	
12/11/19	41705	10006-100	SunTrust Bank		3,017.90
12/11/19	41706	70480-100	Sept 30, 2019 Form 941 Unpaid Taxes	16.70	
12/11/19	41706	10006-100	United States Treasury		16.70
12/11/19	41707	84100-410	00013083977838Y Telephone - Carson	53.53	
12/11/19	41707	84100-480	850-014-570-0001-27 Telephone - Burrowsville	15.61	
12/11/19	41707	10006-100	Verizon		69.14
12/13/19	41708	80020-100	Invoice: 5015871086	81.49	
12/13/19	41708	80020-100	Invoice: 5015871087	68.70	
12/13/19	41708	80020-100	Invoice: 5015850632	987.10	
12/13/19	41708	10006-100	Baker & Taylor		1,137.29
12/13/19	41709	80260-100	Invoice: 68912751	46.48	
12/13/19	41709	80260-100	Invoice: 69016421	97.46	
12/13/19	41709	80260-100	Invoice: 69027348	23.99	
12/13/19	41709	80260-100	Invoice: 69028264	53.23	
12/13/19	41709	80260-100	Invoice: 69027854	45.73	
12/13/19	41709	10006-100	Gale		266.89
12/13/19	41710	80025-100	Invoice: 67150606	75.15	
12/13/19	41710	80210-100	Invoice: 61672327	14.78	
12/13/19	41710	80030-100	Invoice: 61670316	849.53	
12/13/19	41710	80230-100	Invoice: 61672326	31.20	
12/13/19	41710	80210-100	Invoice: 61671904	9.58	
12/13/19	41710	80038-100	Invoice: 61672011	726.83	
12/13/19	41710	80038-100	Invoice: 61672330	16.76	
12/13/19	41710	80200-100	Invoice: 61672013	18.00	
12/13/19	41710	80015-100	Invoice: 61672012	560.65	
12/13/19	41710	80025-100	Invoice: 61672010	16.94	
12/13/19	41710	80038-100	Invoice: 67150607	82.36	
12/13/19	41710	80038-100	Invoice: 61672329	20.46	

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/13/19	41710	80230-100	Invoice: 61671905	42.68	
12/13/19	41710	80025-100	Invoice: 61672328	30.51	
12/13/19	41710	80230-100	Invoice: 61672332	29.90	
12/13/19	41710	80210-100	Invoice: 61672331	9.91	
12/13/19	41710	80038-100	Invoice: 61674230	19.42	
12/13/19	41710	80025-100	Invoice: 61674229	53.84	
12/13/19	41710	80200-100	Invoice: 61674231	19.18	
12/13/19	41710	80230-100	Invoice: 61674232	17.94	
12/13/19	41710	80230-100	Invoice: 61674981	15.56	
12/13/19	41710	80025-100	Invoice: 61674982	804.60	
12/13/19	41710	80230-100	Invoice: 61674983	23.92	
12/13/19	41710	80230-100	Invoice: 61674980	20.88	
12/13/19	41710	10006-100	Ingram Library Services		3,510.58
12/13/19	41711	80405-100	Invoice: 98260695	48.58	
12/13/19	41711	80405-100	Invoice: 98242515	61.01	
12/13/19	41711	80440-100	Invoice: 98235827	77.32	
12/13/19	41711	80405-100	Invoice: 98296235	256.12	
12/13/19	41711	80410-100	Invoice: 98296233	13.68	
12/13/19	41711	80405-100	Invoice: 98296232	72.87	
12/13/19	41711	10006-100	Midwest Tape		529.58
			Membership Dues - B.		
12/13/19	41712	84600-100	Manning	290.00	
			American Library		
12/13/19	41712	10006-100	Association		290.00
12/13/19	41713	84100-100	Telephone - Carson	53.32	
12/13/19	41713	10006-100	AT & T		53.32
			Business Cards for YS,		
12/13/19	41714	85800-100	Langford, Rappe	425.00	
12/13/19	41714	82700-100	Explore Guide	1,570.00	
12/13/19	41714	10006-100	BambooInk		1,995.00
12/13/19	41715	83500-460	Rent - Rohoic Library	300.00	
12/13/19	41715	83500-440	Rent - McKenney Library	300.00	
12/13/19	41715	83500-420	Rent - Dinwiddie Library	300.00	
12/13/19	41715	10006-100	County of Dinwiddie		900.00
12/13/19	41716	83500-480	Rent - Burrowsville Library	300.00	
12/13/19	41716	83500-430	Rent - Disputanta	150.00	
12/13/19	41716	83500-450	Rent - PG Library	1,200.00	
12/13/19	41716	10006-100	County of Prince George		1,650.00
12/13/19	41717	84800-200	Janitorial - HQ	3,000.00	
12/13/19	41717	84800-410	Janitorial - Carson	210.00	
12/13/19	41717	84800-420	Janitorial - Dinwiddie	200.00	
12/13/19	41717	84800-430	Janitorial - Disputanta	90.00	
12/13/19	41717	84800-440	Janitorial - McKenney	160.00	
12/13/19	41717	84800-450	Janitorial - PG	800.00	
12/13/19	41717	84800-460	Janitorial - Rohoic	200.00	
12/13/19	41717	84800-480	Janitorial - Burrowsville	130.00	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Dec 1, 2019 to Dec 31, 2019

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/13/19	41717	10006-100	CS Diamond Enterprises, Inc.		4,790.00
12/13/19	41718	84000-410	Utilities - Carson	141.00	
12/13/19	41718	10006-100	Dominion Energy Virginia		141.00
12/13/19	41719	83700-200	Christmas Decorations	149.52	
12/13/19	41719	85210-100	Supplies for Card Program	103.84	
12/13/19	41719	83700-100	Wall Stick Library Supplies	8.20	
12/13/19	41719	85210-100	Adult Programming Supplies	124.81	
12/13/19	41719	83700-200	Samsung Internal Storage	63.17	
12/13/19	41719	10006-100	Catherine Field		449.54
12/13/19	41720	83810-200	Travel - HQ - 11/21/19	9.39	
12/13/19	41720	10006-100	Elizabeth Trop		9.39
12/13/19	41721	85110-100	YS Supplies	61.38	
12/13/19	41721	10006-100	Sarah Finch		61.38
12/13/19	41722	83810-450	Travel - PG - 11/26/19	9.39	
12/13/19	41722	10006-100	Ginger Mauler		9.39
12/13/19	41723	82450-100	Monthly Billing for December	2,146.94	
12/13/19	41723	82450-100	Managed Workstations	2,839.29	
12/13/19	41723	10006-100	E-N Computers, Inc.		4,986.23
12/13/19	41724	85100-100	Yoga Story Time	50.00	
12/13/19	41724	10006-100	William Foster		50.00
12/13/19	41725	83500-200	Rent - Hopewell Library	3,750.00	
12/13/19	41725	84300-100	Inv #3350 - Fuel All Vehicles	244.87	
12/13/19	41725	84330-100	Inv #3350 - Ram - Labor/Parts	294.31	
12/13/19	41725	84320-100	Inv #3350 - Uplander - Labor/Parts	6.97	
12/13/19	41725	10006-100	Hopewell City Treasurer		4,296.15
12/13/19	41726	82100-100	Audit Preparation	1,045.00	
12/13/19	41726	10006-100	Minor & Associates		1,045.00
12/13/19	41727	82210-100	Monthly ILL Subscription	192.43	
12/13/19	41727	10006-100	OCLC, Inc.		192.43
12/13/19	41728	84900-450	Monitoring of Alarms - PG	59.00	
12/13/19	41728	84900-200	Monitoring of Alarms - HQ	55.00	
12/13/19	41728	10006-100	Petersburg Alarm Company, Inc.		114.00
12/13/19	41729	80210-100	1 Inv - AFSSO	47.38	
12/13/19	41729	10006-100	Reader Service		47.38
12/13/19	41730	82600-480	Internet - Burrowsville	219.00	
12/13/19	41730	10006-100	RuralBand		219.00
12/13/19	41731	82810-100	Monthly Shredding	61.20	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Dec 1, 2019 to Dec 31, 2019

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/13/19	41731	10006-100	Shred-It USA LLC		61.20
12/13/19	41732	85200-100	2 Yoga for Beginners	80.00	
12/13/19	41732	85200-100	4 Sit and Be Fit	160.00	
12/13/19	41732	10006-100	Terri Spicer		240.00
12/13/19	41733	82600-200	Mobile Internet	37.44	
12/13/19	41733	10006-100	T-Mobile		37.44
12/13/19	41734	82300-100	49 Placements in November	438.55	
12/13/19	41734	10006-100	Unique Management Services		438.55
12/13/19	41735	84600-100	Membership Renewal - B. Manning	110.00	
12/13/19	41735	10006-100	Virginia Library Association		110.00
12/16/19	41736	10007-100	Gross MLS	13,820.07	
12/16/19	41736	10007-100	Gross Non MLS	7,968.64	
12/16/19	41736	10007-100	Gross Hourly	13,658.95	
12/16/19	41736	10007-100	Gross Smart Beginnings	1,661.14	
12/16/19	41736	10006-100	ARLS-Payroll		37,108.80
12/23/19	41737	80020-100	Invoice: 5015891573	35.00	
12/23/19	41737	80020-100	Invoice: 5015891572	492.98	
12/23/19	41737	10006-100	Baker & Taylor		527.98
12/23/19	41738	80260-100	Invoice: 69052327	115.14	
12/23/19	41738	10006-100	Gale		115.14
12/23/19	41739	80230-100	Invoice: 61675740	5.98	
12/23/19	41739	80025-100	Invoice: 67153323	96.46	
12/23/19	41739	80025-100	Invoice: 67153324	183.69	
12/23/19	41739	80025-100	Invoice: 61676851	31.62	
12/23/19	41739	80010-100	Invoice: 61676854	391.59	
12/23/19	41739	80030-100	Invoice: 61676852	10.40	
12/23/19	41739	80010-100	Invoice: 61676853	1,050.80	
12/23/19	41739	80200-100	Invoice: 61676855	9.29	
12/23/19	41739	80025-100	Invoice: 67154251	72.87	
12/23/19	41739	80010-100	Invoice: 61677165	28.32	
12/23/19	41739	80010-100	Invoice: 67154253	346.26	
12/23/19	41739	80025-100	Invoice: 67154252	9.89	
12/23/19	41739	80230-100	Invoice: 61677167	8.38	
12/23/19	41739	80200-100	Invoice: 61677166	53.96	
12/23/19	41739	80010-100	Invoice: 61677449	28.78	
12/23/19	41739	80230-100	Invoice: 61677448	10.78	
12/23/19	41739	10006-100	Ingram Library Services		2,339.07
12/23/19	41740	80405-100	Invoice: 98302883	116.45	
12/23/19	41740	80440-100	Invoice: 98302885	18.58	
12/23/19	41740	80405-100	Invoice: 98317745	13.99	
12/23/19	41740	80440-100	Invoice: 98326543	26.08	
12/23/19	41740	80410-100	Invoice: 98324690	67.12	
12/23/19	41740	80410-100	Invoice: 98324309	14.28	
12/23/19	41740	80410-100	Invoice: 98326541	13.68	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Dec 1, 2019 to Dec 31, 2019

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
12/23/19	41740	80440-100	Invoice: 98324693	149.59	
12/23/19	41740	80405-100	Invoice: 98324692	245.31	
12/23/19	41740	80405-100	Invoice: 98327933	48.87	
12/23/19	41740	80440-100	Invoice: 98327935	38.66	
12/23/19	41740	80405-100	Invoice: 98330865	69.86	
12/23/19	41740	80440-100	Invoice: 98330867	122.90	
12/23/19	41740	10006-100	Midwest Tape		945.37
12/23/19	41741	80460-100	Invoice: 76583625	75.09	
12/23/19	41741	80460-100	Invoice: 76584092	65.19	
12/23/19	41741	80460-100	Invoice: 76585283	30.80	
12/23/19	41741	80460-100	Invoice: 76586544	76.00	
12/23/19	41741	10006-100	Recorded Books, Inc.		247.08
			Summit Subscription Fee		
12/23/19	41742	82000-100	12/13/19 - 12/13/20	5,000.00	
12/23/19	41742	10006-100	Above the Treeline, Inc.		5,000.00
			Membership Dues - B.		
12/23/19	41743	84600-100	Manning	290.00	
			American Library		
12/23/19	41743	10006-100	Association		290.00
12/23/19	41744	70550-600	SB Health Insurance	891.00	
12/23/19	41744	70470-100	ARLS Health Insurance	15,006.00	
			Anthem BlueCross		
12/23/19	41744	10006-100	BlueShield		15,897.00
12/23/19	41745	70470-100	Retirees Health Insurance	402.00	
			Anthem BlueCross		
12/23/19	41745	10006-100	BlueShield		402.00
12/23/19	41746	82900-200	Copier Lease	213.01	
			Canon Financial Services,		
12/23/19	41746	10006-100	Inc.		213.01
			#8299 60 020 0108397		
12/23/19	41747	84100-420	Telephone - Dinwiddie	56.90	
			#8299 60 020 0108397		
12/23/19	41747	82600-420	Internet - Dinwiddie	170.53	
			#8299 60 017 0205967		
12/23/19	41747	84100-200	Telephone - HQ	431.15	
			#8299 60 017 0205967		
12/23/19	41747	82600-200	Internet - HQ	311.97	
			#8299 60 019 0107169		
12/23/19	41747	82600-410	Internet - Carson	157.75	
			#8299 60 017 0199525		
12/23/19	41747	82600-200	Internet - HQ	250.47	
			#8299 60 019 0106328		
12/23/19	41747	84100-450	Telephone - Pg	106.80	
			#8299 60 019 0106328		
12/23/19	41747	82600-450	Internet - PG	229.05	
			#8299 60 020 0107829		
12/23/19	41747	84100-460	Telephone - Rohoic	56.90	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Dec 1, 2019 to Dec 31, 2019

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			#8299 60 020 0107829		
12/23/19	41747	82600-460	Internet - Rohoic	170.53	
12/23/19	41747	10006-100	Comcast Communications		1,942.05
12/23/19	41748	84000-420	Utilities - Dinwiddie	20.60	
12/23/19	41748	84000-430	Utilities - Disputanta	20.60	
12/23/19	41748	84000-450	Utilities - PG	20.60	
12/23/19	41748	84000-440	Utilities - McKenney	20.59	
12/23/19	41748	10006-100	Diamond Springs		82.39
12/23/19	41749	83810-100	Midtown Tunnel Toll	5.76	
12/23/19	41749	10006-100	DriveERT		5.76
12/23/19	41750	83810-450	Travel - PG - 12/2/19	46.21	
12/23/19	41750	83810-450	Travel - PG - 12/5/19	34.59	
12/23/19	41750	83810-450	Travel - PG - 12/5/19	41.71	
12/23/19	41750	10006-100	Ginger Mauler		122.51
12/23/19	41751	83810-460	Travel - Rohoic	8.24	
12/23/19	41751	10006-100	Cheryl Sculthorpe-Moring		8.24
12/23/19	41752	83810-410	Travel - Carson - 12/10/19	13.23	
12/23/19	41752	10006-100	Karen Wall		13.23
12/23/19	41753	84600-100	ARLS Annual Membership	225.00	
			Hopewell/PG Chamber		
12/23/19	41753	10006-100	Commerce		225.00
12/23/19	41754	85000-100	Deposit for SRP 7/7/2020	150.00	
			Mad Science of Central		
12/23/19	41754	10006-100	Virginia		150.00
12/23/19	41755	84700-100	Postage	601.00	
12/23/19	41755	10006-100	Purchase Power		601.00
12/23/19	41756	80210-100	2 Inv AFSSO	26.81	
12/23/19	41756	10006-100	Reader Service		26.81
12/23/19	41757	83700-200	Xerox Toner and Drum	379.62	
12/23/19	41757	10006-100	TMA Laser Group, Inc.		379.62
			Membership Renewal -		
12/23/19	41758	84600-200	Trop, Rappe-Epperson	160.00	
12/23/19	41758	10006-100	Virginia Library Association		160.00
12/30/19	41759	10007-100	Gross MLS	13,816.54	
12/30/19	41759	10007-100	Gross Non MLS	7,900.31	
12/30/19	41759	10007-100	Gross Hourly	10,756.97	
12/30/19	41759	10007-100	Gross Smart Beginnings	1,663.53	
12/30/19	41759	10006-100	ARLS-Payroll		34,137.35
Total				195,221.93	195,221.93

Appomattox Reg Library System
Suntrust CK #41705
12/11/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			VLA		
10/26/19	Hilton 8139-2	83810-200	Conference/Parking/Hotel	257.78	
10/26/19	Hilton 8139-2	20200-400	Hilton Norfolk The Main		257.78
10/26/19	Hilton 8295	83810-100	Dinner at VLA Conference	21.20	
10/26/19	Hilton 8295	20200-400	Hilton Norfolk The Main		21.20
10/30/19	Amazon 8256	83700-200	Xerox Drum Cartridge	79.99	
10/30/19	Amazon 8256	20200-400	Amazon.com		79.99
10/31/19	Google 10/31/19	82020-100	Google E-Mail	390.00	
10/31/19	Google 10/31/19	20200-400	Google		390.00
11/4/19	Sheraton 8121	83810-200	Hotel - YALSA	615.59	
11/4/19	Sheraton 8121	20200-400	Sheraton		615.59
11/6/19	Amazon 8262	80840-100	John Randolph Fdn - Grant	445.52	
11/6/19	Amazon 8262	20200-400	Amazon.com		445.52
11/6/19	PLA 11/6/19	83800-100	Refund Registration Fee		-470.00
11/6/19	PLA 11/6/19	20200-400	Public Library Association	-470.00	
11/7/19	Amazon 8265	83700-200	ipad Case	11.69	
11/7/19	Amazon 8265	20200-400	Amazon.com		11.69
11/9/19	Amazon 11/09/19	80020-100	Adult Non-Fiction	29.95	
11/9/19	Amazon 11/09/19	20200-400	Amazon.com		29.95
			Accidental Charge -		
11/12/19	Staff 11/12/19	85800-100	Reimbursed	215.38	
11/12/19	Staff 11/12/19	20200-400	Auto Parts Store		215.38
11/13/19	Luca 11/13/19	85800-100	Hopewell/PG Friends Lunch	45.00	
11/13/19	Luca 11/13/19	20200-400	Luca's Italian Restaurant		45.00
11/15/19	Amazon 11/15/19	80025-100	Adult Fiction	7.80	
11/15/19	Amazon 11/15/19	20200-400	Amazon.com		7.80
11/15/19	Amazon 8271	83700-200	Fuser, Maintenance Kit-Xerox	449.08	
11/15/19	Amazon 8271	20200-400	Amazon.com		449.08
11/15/19	Ancestry 8272	82000-100	Software Licenses	228.95	
11/15/19	Ancestry 8272	20200-400	Ancestry.com		228.95
11/16/19	Amazon 11/16/19	80025-100	Adult Fiction	10.23	
11/16/19	Amazon 11/16/19	20200-400	Amazon.com		10.23
11/17/19	Amazon 11/17/19	80010-100	Y/S Non Fiction	12.59	
11/17/19	Amazon 11/17/19	80025-100	Adult Fiction	83.38	
11/17/19	Amazon 11/17/19	20200-400	Amazon.com		95.97
11/19/19	Amazon 11/19/19	80025-100	Adult Fiction	18.31	
11/19/19	Amazon 11/19/19	20200-400	Amazon.com		18.31
11/19/19	Amazon 8281	82060-100	Online Backups	249.95	
11/19/19	Amazon 8281	20200-400	Autonomy Online Backup		249.95
11/20/19	Amazon 11/20/19	80020-100	Adult Non-Fiction	62.22	
11/20/19	Amazon 11/20/19	20200-400	Amazon.com		62.22
11/21/19	Amazon 11/21/19	80030-100	Juvenile Easys	51.90	
11/21/19	Amazon 11/21/19	20200-400	Amazon.com		51.90
11/21/19	Amazon 11/21/19-2	80020-100	Adult Non-Fiction	52.47	
11/21/19	Amazon 11/21/19-2	20200-400	Amazon.com		52.47
11/21/19	Amazon 8280	81100-200	Standing Desk Converter	129.99	

Appomattox Reg Library System

Suntrust CK #41705

12/11/19

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/21/19	Amazon 8280	83700-450	USB DVD Drive - Ginger	35.95	
11/21/19	Amazon 8280	20200-400	Amazon.com		165.94
11/22/19	ALA 11/22/19	85800-100	Refund - Sarah Finch		-25.00
11/22/19	ALA 11/22/19	20200-400	American Library Association	-25.00	
11/25/19	Amazon 11/25/19	80025-100	Adult Fiction	7.98	
11/25/19	Amazon 11/25/19	20200-400	Amazon.com		7.98
Total				3,017.90	3,017.90

Smart Beginnings Report
July 2019 - December 2019

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/19	Beginning Balance			5,513.50
7/15/19	Payment from SB		5,513.50	
7/31/19	July Salary & Benefits	5,747.38		
8/27/19	Payment from SB		5,747.38	
8/31/19	August Salary & Benefits	8,024.59		
9/24/19	Payment from SB		8,024.59	
9/30/19	September Salary & Benefits	5,747.38		
10/18/19	Payment from SB		5,747.38	
10/31/19	October Salary & Benefits	5,747.38		
11/19/19	Payment from SB		5,747.38	
11/30/19	November Salary & Benefits	5,747.38		
12/17/19	Payment from SB		5,748.38	
12/31/19	December Salary & Benefits	5,747.38		
12/31/19	Ending Balance			5,746.38

Statistical Report
January 21, 2020

Statistical Report - January 21, 2020
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	YTD TOTAL % CHANGE
Burrowsville	FY16	357	357	374	361	234	275	313	330	424	463	521	664	5,813		
	FY17	507	581	374	536	467	504	477	592	596	463	465	451	6,244		
	FY18	483	493	345	435	497	394	476	326	286	243	229	278	4,485		
	FY19	360	346	280	311	275	232	428	227	238	187	346	290	3,520		
	FY20	386	303	258	366	270	188	0	0	0	0	0	0	1,771	-19%	-2%
Carson Depot	FY16	1,590	1,229	1,137	1,409	898	946	1,102	1,225	1,323	1,464	1,136	1,036	14,495		
	FY17	1,200	1,055	868	720	908	670	739	703	985	848	679	774	10,149		
	FY18	967	753	788	723	583	584	552	559	715	659	482	935	8,300		
	FY19	992	738	697	647	722	603	774	833	765	839	782	981	9,373		
	FY20	959	971	759	836	699	678	0	0	0	0	0	0	4,902	12%	11%
Dinwiddie	FY16	2,809	2,342	2,135	1,997	1,599	1,595	1,629	2,105	2,059	1,891	2,112	2,666	24,939		
	FY17	2,618	2,478	3,172	2,106	1,920	1,982	2,176	1,812	2,367	1,883	1,962	2,034	26,510		
	FY18	2,428	1,951	2,862	1,832	1,580	1,256	1,265	861	1,448	1,311	1,512	1,677	19,983		
	FY19	3,580	1,554	1,736	1,587	1,518	1,272	1,673	1,457	1,621	1,339	1,250	1,539	20,126		
	FY20	2,128	1,628	1,577	1,582	1,176	1,360	0	0	0	0	0	0	9,451	7%	-16%
Disputanta	FY16	984	712	645	536	697	508	461	545	755	774	508	784	7,909		
	FY17	608	710	599	454	771	415	550	413	453	471	444	482	6,370		
	FY18	486	636	461	487	416	440	520	372	437	476	444	663	5,838		
	FY19	649	948	598	821	567	647	580	476	549	620	315	432	7,202		
	FY20	360	614	473	501	429	366	0	0	0	0	0	0	2,743	-43%	-35%
Hopewell	FY16	22,538	19,755	16,580	17,641	15,543	14,198	14,647	14,247	14,057	16,372	15,941	16,562	198,081		
	FY17	13,980	13,461	11,526	11,856	11,331	11,605	11,933	11,906	12,988	11,004	11,699	11,281	144,570		
	FY18	12,389	12,713	12,481	13,200	11,347	9,806	11,288	10,849	11,456	10,926	10,809	12,085	139,349		
	FY19	12,619	12,609	11,278	10,998	9,301	7,882	10,135	9,421	10,701	10,121	9,275	10,732	125,072		
	FY20	12,196	11,082	9,683	10,041	8,436	7,680	0	0	0	0	0	0	59,118	-3%	-9%

Statistical Report
January 21, 2020

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	% of Chg by Month	YTD TOTAL % CHANGE
McKenney	FY16	933	815	711	724	577	496	724	732	771	723	818	897	8,921		
	FY17	878	936	864	959	877	840	677	587	684	568	900	1,090	9,860		
	FY18	1,060	1,181	686	891	727	560	669	721	757	667	802	1,233	9,954		
	FY19	1,107	894	877	846	759	478	971	677	749	705	800	773	9,636		
	FY20	1,369	797	605	645	553	527	0	0	0	0	0	0	4,496	10%	-9%

Prince George	FY16	6,823	5,887	4,996	5,323	4,253	4,075	4,877	4,590	6,025	4,772	5,484	6,824	63,929		
	FY17	7,301	7,213	6,057	5,556	5,133	4,271	5,098	5,009	5,060	5,112	5,384	5,650	66,844		
	FY18	7,272	5,055	1,933	2,626	2,603	4,503	2,429	3,258	3,576	3,181	3,603	4,390	44,429		
	FY19	5,424	5,353	4,122	4,518	4,269	3,493	4,741	4,846	5,187	4,725	3,961	4,625	55,264		
	FY20	5,604	5,070	4,455	4,780	4,147	3,023	0	0	0	0	0	0	27,079	-13%	0%

Rohoic	FY16	1,952	1,661	1,034	1,192	1,063	1,164	1,027	992	1,419	1,182	1,419	1,384	15,489		
	FY17	1,343	1,669	1,739	1,590	1,201	948	1,178	1,120	1,049	1,029	955	1,525	15,346		
	FY18	1,101	1,357	1,147	875	914	653	814	860	900	1,009	842	936	11,408		
	FY19	1,141	1,212	853	1,127	766	547	965	978	1,052	1,045	842	1,002	11,530		
	FY20	1,256	1,013	821	1,138	864	819	0	0	0	0	0	0	5,911	50%	5%

Outreach SVS	FY16	199	364	279	287	265	163	278	213	101	64	89	80	2,382		
	FY17	261	179	174	245	179	211	148	115	77	24	140	3	1,756		
	FY18	2	2	0	2	0	15	0	0	0	0	0	1	22		
	FY19	19	24	32	30	50	36	33	25	26	20	30	26	351		
	FY20	9	21	12	31	13	18	0	0	0	0	0	0	104	-50%	-46%

Econtent	FY18	977	975	845	573	1,023	990	1,157	1,026	1,171	1,084	1,114	1,175	12,110		
	FY19	1,242	1,304	1,270	1,271	1,192	1,266	1,334	1,271	1,517	1,330	1,382	1,422	15,801		
	FY20	2,000	1,472	1,466	1,501	1,384	1,418	0	0	0	0	0	0	9,241	12%	22%

ARLS Totals	FY16	39,162	34,097	28,736	30,043	26,152	24,410	26,215	26,005	28,105	28,789	29,142	32,072	352,928		
	FY17	29,938	29,586	26,643	25,293	23,979	22,712	24,310	23,528	25,776	22,732	24,010	24,712	303,219		
	FY18	27,430	25,613	22,169	22,572	20,051	19,629	18,013	17,806	19,575	18,472	18,723	22,198	252,251		
	FY19	25,891	23,678	20,473	20,885	18,227	15,190	20,300	18,940	20,888	19,601	17,601	20,400	242,074		
	FY20	26,267	22,971	20,109	21,421	17,971	16,077	0	0	0	0	0	0	124,816	6%	0%

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PATRON VISITS FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	131	153	126	188	120	76	0	0	0	0	0	0	794
Carson Depot	872	964	721	854	614	2,123	0	0	0	0	0	0	6,148
Dinwiddie	1,001	729	770	706	592	667	0	0	0	0	0	0	4,465
Disputanta	223	212	226	210	183	188	0	0	0	0	0	0	1,242
Hopewell	20,357	18,731	16,470	17,267	13,648	15,036	0	0	0	0	0	0	101,509
McKenney	765	552	420	499	425	390	0	0	0	0	0	0	3,051
Prince George	8,467	7,221	5,869	6,421	5,420	6,302	0	0	0	0	0	0	39,700
Rohoic	653	552	457	626	445	464	0	0	0	0	0	0	3,197
TOTAL	32,469	29,114	25,059	26,771	21,447	25,246	0	0	0	0	0	0	160,106
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meeting Room users	172	171	178	183	169	129	0	0	0	0	0	0	1,002
Meetings	2,557	2,189	2,448	2,493	2,123	1,809	0	0	0	0	0	0	13,619
Book Group	14	12	11	15	10	0	0	0	0	0	0	0	62
Adult Program	483	430	501	476	265	142	0	0	0	0	0	0	2,297
Non-SRP Child Program	0	0	1,434	1,583	1,241	3,219	0	0	0	0	0	0	7,477
Non-SRP Teen Program	0	0	185	15	15	160	0	0	0	0	0	0	375
Storytime	602	326	585	283	314	154	0	0	0	0	0	0	2,264
SRP Child	6,204	676	0	0	0	0	0	0	0	0	0	0	6,880
SRP Teen	524	13	0	0	0	0	0	0	0	0	0	0	537
Community Outreach	266	493	277	817	122	69	0	0	0	0	0	0	0
Database Usage	392	629	726	423	455	529	0	0	0	0	0	0	3,154
TOTALS	11,214	4,939	6,345	6,288	4,714	6,211	0	0	0	0	0	0	37,667

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REFERENCE QUESTIONS - FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	35	39	32	36	32	20	0	0	0	0	0	0	194
Carson Depot	148	154	101	136	93	87	0	0	0	0	0	0	719
Dinwiddie	171	147	170	165	112	147	0	0	0	0	0	0	912
Disputanta	52	85	44	68	54	56	0	0	0	0	0	0	359
Hopewell	542	524	510	254	355	523	0	0	0	0	0	0	2,708
McKenney	108	89	55	80	54	46	0	0	0	0	0	0	432
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	1,465	1,638	1,386	1,488	1,139	736	0	0	0	0	0	0	7,852
Rohoic	208	177	144	197	116	0	0	0	0	0	0	0	842
TOTALS	2,729	2,853	2,442	2,424	1,955	1,615	0	0	0	0	0	0	14,018
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	15	21	16	8	19	16	0	0	0	0	0	0	95
WIFI	7	6	4	12	4	12	0	0	0	0	0	0	45
Carson Depot Workstation	99	107	89	93	67	67	0	0	0	0	0	0	522
WIFI	2	5	11	0	3	5	0	0	0	0	0	0	26
Dinwiddie Workstation	179	200	190	173	152	137	0	0	0	0	0	0	1,031
WIFI	50	33	60	38	14	24	0	0	0	0	0	0	219
Disputanta Workstation	60	52	49	74	53	57	0	0	0	0	0	0	345
WIFI	3	3	2	2	1	2	0	0	0	0	0	0	13
Hopewell Workstation	2,505	2,398	2,207	2,084	1,796	1,733	0	0	0	0	0	0	12,723
WIFI	669	808	628	556	389	297	0	0	0	0	0	0	3,347
McKenney Workstation	0	0	0	0	0	0	0	0	0	0	0	0	0
WIFI	19	4	3	6	0	55	0	0	0	0	0	0	87
Prince George Workstation	692	705	614	637	492	482	0	0	0	0	0	0	3,622
WIFI	167	192	191	192	111	117	0	0	0	0	0	0	970
Rohoic Workstation	101	116	91	117	94	93	0	0	0	0	0	0	612
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	4,568	4,650	4,155	3,992	3,195	3,097	0	0	0	0	0	0	23,657

Community Involvement

12/13	CALD directors meeting – Charles City County Library
01/03	Staff Holiday Dinner
01/07	Meeting with city regarding downtown development
01/15	John Randolph Foundation Winter Grant Ceremony
01/16	VPLDA Executive Committee Meeting