

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

June 16, 2020

Online Meeting through Google Meet
(Pursuant to amended Open Public Meeting statute during
declared times of emergency)

1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

June 16, 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 – May 19, 2020 Regular Meeting
Statistical Report – dated June 16, 2020
Financial Report – dated June 16, 2020
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Library Response to COVID-19 Closure Order - Staff Update
- R2.** Expansion of library services on governor's Phase 2
- R3.** Staff Protection Efforts
- R4.** Summer Reading Program
- R5.** Online Programming
- R6.** Anticipated Revision of FY2021 budget
- R7.** Questions regarding Audit

Committee Reports:

New Business:

Unfinished Business

Adjournment

Next Meeting: July 21 2020 – To be determined at 1:00 p.m. (State of emergency may require the library board to meet online)

ARLS Board of Trustees – Minutes of May 19, 2020
Google Meeting Room (Virtual due to COVID-19)

The ARLS regular monthly meeting was called to order by Chair William Thomas on May 19, 2020 at 1:00 pm via Google Meet.

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

Trustees absent: Martha Sykes (D) and David Harless (H)

Trustee positions vacant: None

Staff present: Brian Manning and Nicole Coleman

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 February meeting minutes, and Ms. Boyd seconded the motion. The motion to approve the consent agenda passed unanimously.

Communications: None.

Citizen Comment: None.

Report of the Library Director:

R1. Library Response to COVID-19 Closure Order-Staff Update. The Hopewell, Prince George, and Cason branches are open for curbside service. Precautions are being taken to keep staff safe—supplies has been ordered, masks are provided, etc. Automatic renewals are in place and fines are being waived. Mr. Manning is still working through what the return process will when implemented (considering 72 hour quarantine before sanitizing returned materials).

R2. Expansion of library services on governor's Phase 1 announcement. Services are being provided virtually or on a limited contact basis—virtual story time streamed on social media, phone reference support provided, curbside checkout.

R3. Staff protection efforts. Sneeze guards are being installed at circulation desks, employees are being provided with masks, gloves, and cleaning supplies. Spacing guidelines are being placed on floor using tape, and furniture is being moved to encourage social distancing practices.

R4. Summer Reading Program. Summer reading will look much different than anticipated, but Sarah Finch is planning to still offer an adapted summer reading program. Details to follow as plans are made.

R5. Online Programming. Library staff will continue to offer and develop additional online programming opportunities for patrons.

R6. Anticipated Revision of FY2021 budget. Due to COVID-19 pandemic, it is likely funding for FY2021 budget will be different than projected. Because of this, Mr. Manning may have to submit an adapted budget to reflect the changes.

R7. Strategic Planning. ARLS is beginning a new strategic planning cycle. Ms. Williams volunteered to sit on the committee. Mr. Manning will work with Prince George and Dinwiddie to locate representatives for those areas.

Committee Reports: None.

New Business:

- **Meeting schedule for FY 2021.** Discussion was had regarding the meeting schedule for 2021 year and for June 2020. Due to COVID-19 pandemic, a motion was made to meet virtually for the June 2020 meeting, and to potentially begin meeting in-person for the July 2020 meeting. The July 2020 meeting would be held at the Prince George Library. Ms. Thorne made the motion, Ms. Williams seconded the motion, and the motion was passed unanimously.

Unfinished Business: None

Announcements: The next meeting will be held June 16, 2020 via Google Meet at 1pm.

Adjournment: Meeting adjourned at 1:51 pm.

Appomattox Regional Library System

Revenue and Expenses

July 1, 2019 - June 30, 2020

fund#	Revenue 06/01/20	FY2020 Adopted	Prev. Total Receipts	Receipts - 05/20	Total Receipts	Percentage Received	Balance Due
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$40,000	40.0%	\$60,000
102	Hopewell	\$630,515	\$630,515	\$0	\$630,515	100.0%	\$0
103	Dinwiddie	\$287,395	\$287,395	\$0	\$287,395	100.0%	\$0
104	Prince George	\$604,127	\$604,127	\$0	\$604,127	100.0%	\$0
105	State Funds	\$405,679	\$405,679	\$0	\$405,679	100.0%	\$0
106	Fines/Fees/Lost	\$15,000	\$12,145	\$0	\$12,145	81.0%	\$2,855
107	Copying/Fax Receipts	\$20,200	\$21,552	\$0	\$21,552	106.7%	(\$1,352)
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	\$2,951	\$0	\$2,951	59.0%	\$2,049
111	Grants	\$5,000	\$8,900	\$0	\$8,900	178.0%	(\$3,900)
112	Other	\$20,000	\$8,705	\$352	\$9,057	45.3%	\$10,943
	TOTALS	\$2,156,916	\$2,019,542	\$352	\$2,019,894	93.6%	\$137,022

Fund#	EXPENSES 05/31/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 04/20	TOTAL EXPENSES 05/31/20	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$480,000	\$395,660	\$35,969	\$431,629	89.9%	\$48,371
201	Non-MLS Salary & Wages	\$623,153	\$519,120	\$20,206	\$539,326	86.5%	\$83,827
202	Benefits for Staff/Retirees	\$300,000	\$255,334	\$23,241	\$278,575	92.9%	\$21,425
	Total Personnel	\$1,403,153	\$1,170,114	\$79,416	\$1,249,530	89.1%	\$153,623
Books & Materials							
300	Books	\$77,000	\$64,884	\$3,006	\$67,890	88.2%	\$9,110
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$38,000	\$23,367	\$2,045	\$25,412	66.9%	\$12,588
303	Print News & Periodicals	\$12,276	\$3,968	\$0	\$3,968	32.3%	\$8,308
304	Audiovisual Materials	\$26,000	\$19,404	\$598	\$20,002	76.9%	\$5,998
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	\$6,000	\$0	\$6,000	81.1%	\$1,400
310	Econtent	\$40,000	\$10,800	\$2,000	\$12,800	32.0%	\$27,200
	Total Books & Materials	\$229,676	\$129,931	\$7,649	\$137,580	59.9%	\$92,096
Capital Expenditures							
400	Library Non-Computer Equip.	\$6,500	\$2,854	\$0	\$2,854	43.9%	\$3,646
401	Computer Hardware	\$25,000	\$40,122	\$2,855	\$42,977	171.9%	(\$17,977)
	Total Capital Expenditures	\$31,500	\$42,976	\$2,855	\$45,832	145.5%	(\$14,332)
Contractual							
500	Lyrasis ILL Services	\$3,000	\$3,084	\$0	\$3,084	102.8%	(\$84)
501	Software Licensing Contracts	\$35,000	\$32,918	\$390	\$33,308	95.2%	\$1,692
502	Audit	\$20,000	\$18,114	\$0	\$18,114	90.6%	\$1,886
503	Cataloging MARC Records	\$3,605	\$2,109	\$192	\$2,301	63.8%	\$1,304
504	Unique Management	\$5,500	\$4,090	\$0	\$4,090	74.4%	\$1,410
505	Computer Support Service Calls	\$55,000	\$47,798	\$3,486	\$51,284	93.2%	\$3,716
506	Other Computer Software Serv.	\$20,000	\$6,319	\$557	\$6,876	34.4%	\$13,124

Fund#	EXPENSES 05/31/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 05/20	TOTAL EXPENSES 05/31/20	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$17,000	\$20,259	\$1,910	\$22,169	130.4%	(\$5,169)
508	Printing and Publications	\$9,500	\$6,599	\$500	\$7,099	74.7%	\$2,401
509	Security Guard Service	\$28,000	\$23,526	\$0	\$23,526	84.0%	\$4,474
	Total Contractual	\$196,605	\$164,817	\$7,035	\$171,852	87.4%	\$24,753
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$5,000	\$5,116	\$1,464	\$6,580	131.6%	(\$1,580)
601	TLC Maintenance Contract	\$19,500	\$20,592	\$0	\$20,592	105.6%	(\$1,092)
602	Facilities and Rent	\$76,650	\$63,000	\$6,300	\$69,300	90.4%	\$7,350
603	Supplies	\$25,000	\$17,216	\$122	\$17,338	69.4%	\$7,662
604	Travel / Workshops /Conf. Fees	\$10,500	\$10,955	\$0	\$10,955	104.3%	(\$455)
605	Training / Education	\$3,000	\$921	\$0	\$921	30.7%	\$2,079
606	Utilities	\$5,000	\$2,258	\$81	\$2,339	46.8%	\$2,661
607	Telephone (Voice)	\$13,000	\$9,871	\$955	\$10,826	83.3%	\$2,174
608	Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609	Vehicle Maintenance & Fuel	\$5,000	\$5,265	\$147	\$5,412	108.2%	(\$412)
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	\$1,481	\$339	\$1,820	52.0%	\$1,680
613	Postage	\$5,000	\$3,913	\$0	\$3,913	78.3%	\$1,087
614	Janitorial	\$64,500	\$50,232	\$156	\$50,388	78.1%	\$14,112
615	Other Building Maintenance	\$12,000	\$6,911	\$2,294	\$9,205	76.7%	\$2,795
	Total	\$264,587	\$198,044	\$11,857	\$209,902	79.3%	\$54,685
	Facilities/Maint./Operations						
	Programs/Activities/Other						
700	YS Summer Reading Program	\$7,000	\$150	\$0	\$150	2.1%	\$6,850
701	YS Programming & Supplies	\$4,500	\$2,785	\$0	\$2,785	61.9%	\$1,715
703	Adult Programming Supplies	\$7,000	\$4,884	\$0	\$4,884	69.8%	\$2,116

Fund#	EXPENSES 05/31/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 05/20	TOTAL EXPENSES		PERCENTAGE SPENT	BALANCE
					05/31/20	05/31/20		
704	Funds for Local History Collection	\$5,000	\$4,110	\$0	\$4,110	82.2%	\$891	
705	Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000	
709	Misc. Professional Serv. & Other	\$16,000	\$7,401	\$540	\$7,941	49.6%	\$8,059	
710	Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500	
	Total Programs/Activ./Other	\$50,000	\$19,329	\$540	\$19,870	39.7%	\$30,130	
	GRAND TOTALS	\$2,175,521	\$1,725,212	\$109,353	\$1,834,564	84.3%	\$340,957	

Statistical Report
April 21, 2020

Statistical Report - April 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	324	265	317	163	66	0	2,906	-81%	-10%

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	810	633	528	340	714	0	7,927	-9%	-6%

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	1,781	1,596	1,085	747	361	0	15,021	-71%	-20%

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	372	437	476	663	5,838			
	FY19	649	948	598	821	567	647	580	476	476	549	620	315	432	7,202		
	FY20	360	614	473	501	429	366	446	303	303	222	140	74	0	3,928	-77%	-42%

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	8,990	8,994	7,968	7,203	8,254	0	100,527	-11%	-27%

*Although all library locations are closed, the library continues to automatically renew all items currently checked out

Appomattox Reg Library System
Check Register
 For the Period From May 1, 2020 to May 31, 2020

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
5/7/20	Electronic Federal Tax Payment	200675	7,206.63
5/21/20	Electronic Federal Tax Payment	200676	7,206.63
5/7/20	Treasurer of Virginia	2013-564	277.14
5/7/20	Treasurer of Virginia	2013-565	480.96
5/7/20	Treasurer of Virginia	2013-568	6,826.17
5/21/20	Treasurer of Virginia	2013-570	277.14
5/21/20	Treasurer of Virginia	2013-571	480.96
5/4/20	ARLS-Payroll	42008	23,402.25
5/14/20	Cengage Learning Inc/Gale	42009	45.73
5/14/20	Ingram Library Services	42010	542.57
5/14/20	Midwest Tape	42011	354.98
5/14/20	Centric Business Systems	42012	1,279.47
5/14/20	Comcast Communications	42013	1,705.83
5/14/20	Content-Aware Graphic Design LLC	42014	500.00
5/14/20	County of Dinwiddie	42015	900.00
5/14/20	County of Prince George	42016	1,650.00
5/14/20	Dominion Energy Virginia	42017	80.76
5/14/20	E-N Computers, Inc.	42018	5,780.33
5/14/20	Granite Telecommunications	42019	110.32
5/14/20	Hopewell City Treasurer	42020	3,750.00
5/14/20	Midwest Tape	42021	2,000.00
5/14/20	Richweb Inc.	42022	150.00
5/14/20	RuralBand	42023	219.00
5/14/20	SunTrust Bank	42024	391.07
5/14/20	T-Mobile	42025	177.84
5/14/20	Verizon	42026	14.81
5/18/20	ARLS-Payroll	42027	23,402.25
5/28/20	Baker & Taylor	42028	582.50
5/28/20	Cengage Learning Inc/Gale	42029	182.93
5/28/20	Ingram Library Services	42030	3,507.47
5/28/20	Midwest Tape	42031	243.01
5/28/20	Anthem BlueCross BlueShield	42032	402.00
5/28/20	Anthem BlueCross BlueShield	42033	15,147.00
5/28/20	Canon Financial Services, Inc.	42034	185.02
5/28/20	Comcast Communications	42035	813.22
5/28/20	GreatAmerica Financial Svcs.	42036	2,855.48
5/28/20	Hopewell City Treasurer	42037	146.93
5/28/20	OCLC, Inc.	42038	192.43
5/28/20	Minnesota Life Insurance Co.	42039	3.92
5/28/20	Minnesota Life Insurance Co.	42039V	-3.92
5/28/20	Reader Service	42040	86.67
5/28/20	Sam's Club Direct	42041	50.92
		Total	113,608.42

Appomattox Reg Library System

Suntrust 5/14/20

Sam's 5/28/20

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/31/20	Google 3/31/20	82020-100	Google E-Mail	390.00	
3/31/20	Google 3/31/20	20200-400	Google		390.00
4/13/20	Centric 8422	82910-440	Equip Repair/Maint Cont. -		
4/13/20	Centric 8422	20200-400	McK	1.07	
			Centric Business Systems		1.07
Total				391.07	391.07

CK #42024

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
5/13/20	Sams 8431	83700-100	T-Shirt Bags	41.94	
5/13/20	Sams 8431	84810-100	Disinfectant Wipes	8.98	
5/13/20	Sams 8431	20200-200	Sam's Club Direct		50.92
Total				50.92	50.92

CK #42041

Smart Beginnings Report
July 1, 2019 to May 31, 2020

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		5,747.38	
12/31/19	December Salary & Benefits	5,747.38		
1/13/20	Payment from SB		5,747.38	
1/31/20	January Salary & Benefits	8,024.59		
2/21/20	Payment from SB		8,024.59	
2/28/20	Feburary Salary & Benefits	5,747.38		
3/19/20	Payment from SB		5,747.38	
3/31/20	March Salary & Benefits	5,747.38		
4/20/20	Payment from SB		5,747.38	
4/30/20	April Salary & Benefits	5,747.38		
5/18/20	Payment from SB		5,747.38	
5/31/20	May Salary & Benefits	5,747.38		
5/31/20	Ending Balance			5,747.38

Statistical Report
April 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	702	630	496	312	157	0	6,793	-80%	-23%

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	3,689	3,737	3,016	2,154	1,470	0	41,145	-63%	-18%

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	967	1,101	585	366	0	0	8,930	-65%	-15%

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	20	18	16	0	0	0	158	-100%	-51%

Econtent	FY18	977	975	845	573	1,023	990	1,157	1,026	1,171	1,094	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	1,376	1,342	1,326	2,437	2,331	0	18,053	69%	26%

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	19,389	19,148	20,901	20,909	21,054	22,198	261,063		
	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	19,105	18,619	15,559	13,862	13,427	0	205,388	-24%	-7%

* Although all library locations are closed, the library continues to automatically renew all items currently checked out

Statistical Report
April 21, 2020

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2020													
Burrowsville	131	153	126	188	120	76	89	124	48	0	0	0	1,055
Carson Depot	872	964	721	854	614	2,123	744	759	475	0	0	0	8,126
Dinwiddle	1,001	729	770	706	592	667	709	575	312	0	0	0	6,061
Disputanta	223	212	226	210	183	188	123	141	85	0	0	0	1,591
Hopewell	20,357	18,731	16,470	17,267	13,648	15,036	16,179	14,411	8,421	0	0	0	140,520
McKenney	765	552	420	499	425	390	521	426	273	0	0	0	4,271
Prince George	8,467	7,221	5,869	6,421	5,420	6,302	5,833	5,760	2,613	0	0	0	53,906
Roholic	653	552	457	626	445	464	486	569	0*	0	0	0	4,252
TOTAL	32,469	29,114	25,059	26,771	21,447	25,246	24,684	22,765	12,227	0	0	0	219,782
MISC TRANSACTIONS													
Meetings	172	171	178	183	169	129	184	107	42	0	0	0	1,335
Meeting Room Users	2,557	2,189	2,448	2,493	2,123	1,809	2,486	1,259	495	0	0	0	17,859
Book Group	14	12	11	15	10	0	17	8	0	0	0	0	87
Adult Program	483	430	501	476	265	142	345	350	174	0	0	0	3,166
Non-SRP Child Program	0	0	1,434	1,583	1,241	3,219	1,252	1,614	1,021	637	475	0	12,476
Non-SRP Teen Program	0	0	185	15	15	160	179	25	2	0	0	0	581
Storytime**	602	326	585	283	314	154	447	245	469	1,675	2,983	0	8,083
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	69	227	116	0	0	0	2,456
Database Usage	392	629	726	423	455	529	559	648	913	380	620	0	6,274
TOTALS	11,214	4,939	6,345	6,288	4,714	6,211	5,538	4,483	3,232	2,692	4,078	0	59,734

*Due to the closure of the Eastside Community Center, Roholic Library's door count was not recorded before closure

** Storytime for March 2020 includes 295 attendees on the library's Facebook broadcasted storytimes. It is anticipated the remaining storytimes for the year will be online.

Statistical Report
April 21, 2020

REFERENCE QUESTIONS - FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	*APR	MAY	JUN	TOTAL
Burrowsville	35	39	32	36	32	20	24	24	15	0	0	0	257
Carson Depot	148	154	101	136	93	87	131	89	38	0	0	0	977
Dinwiddie	171	147	170	165	112	147	184	175	89	0	0	0	1,360
Disputanta	52	85	44	68	54	56	52	38	30	0	0	0	479
Hopewell	542	524	510	254	355	523	1,291	1,298	526	28	39	0	5,890
McKenney	108	89	55	80	54	46	63	82	31	0	0	0	608
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	502	492	207	0	0	0	9,053
Rohoic	208	177	144	197	116	0	144	128	69	0	0	0	1,183
TOTALS	2,729	2,853	2,442	2,424	1,955	1,615	2,391	2,326	1,005	28	39	0	19,807
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	15	21	16	8	19	16	22	19	6	0	0	0	142
WIFI	7	6	4	12	4	12	7	7	14	775	20	0	868
Carson Depot Workstation	99	107	89	93	67	67	84	83	44	0	0	0	733
WIFI	2	5	11	0	3	5	10	1	1	0	1	0	39
Dinwiddie Workstation	179	200	190	173	152	137	136	120	79	0	0	0	1,366
WIFI	50	33	60	38	14	24	28	28	16	248	0	0	539
Disputanta Workstation	60	52	49	74	53	57	51	32	23	0	0	0	451
WIFI	3	3	2	2	1	2	2	2	1	15	1	0	34
Hopewell Workstation	2,505	2,398	2,207	2,084	1,796	1,733	2,418	2,093	1,000	0	0	0	18,234
WIFI	669	808	628	556	389	297	518	540	260	278	4	0	4,947
McKenney Workstation	0	0	0	0	0	0	58	57	21	0	0	0	136
WIFI	19	4	3	6	0	55	3	0	0	0	0	0	90
Prince George Workstation	692	705	614	637	492	482	672	654	271	58	10	0	5,287
WIFI	167	192	191	192	111	117	195	157	78	0	0	0	1,400
Rohoic Workstation	101	116	91	117	94	93	95	106	50	0	0	0	863
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	4,299	3,899	1,864	1,374	36	0	35,129

*Although the library remained closed, the librarians continued to answer reference questions by email or over the phone