

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

December 15, 2020

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

December 15, 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 – October 20, 2020 Regular Meeting
Statistical Report – dated December 15, 2020
Financial Report – dated December 15, 2020
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Location Update
- R3.** 2021 Holiday Schedule
- R4.** City WiFi installation
- R5.** FY2022 Budget

Committee Reports:

Finance Committee – recommendation on FY2022 budget

New Business:

Approval of Proposed FY2022 budget

Unfinished Business

Adjournment

Next Meeting: January 19, 2021 at the Prince George Library

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of October 20, 2020**

Call to Order: Board Chairman Carly Baskerville called the regular meeting of the Board of Trustees of the Library to order at 1:01 pm at the Prince George Library.

Trustees Present: David Harless (H), Ann Williams (H), Susan Eliades (H), Lillian Boyd (PG), Juanita Thorne (PG), William Thomas (PG), Carol King (D), and Carly Baskerville (D)

Trustees Absent: Martha Sykes (D)

Trustee Positions Vacant: Ms. Sykes term will be ending in December 2020.

Staff Present: Brian Manning

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

Consent Agenda: Ms. Williams moved to approve the consent agenda. Mr. Thomas seconded the motion and the motion passed unanimously.

Communications: None

Citizen Comments: None

Report of the Library Director:

R1. Due to resumption of some services at branch libraries, several employees have changed positions to fill current openings. The position for a library assistant in Hopewell will remain open and will be filled when needed. The library staff has been conducting a book inventory which will be completed by the end of November.

R2. Every location will have curbside service available by the end of October. Computer labs may be opened by appointment in some locations if social distancing is possible. Dinwiddie, Burrowsville, and Disputanta libraries need the current computers replaced. Mr. Harless suggested the city of Hopewell may be of assistance in obtaining computers as it is switching to a computer leasing program. Mr. Manning will look into this possibility.

R3. The Dinwiddie Circuit Clerk of the Court has requested ARLS to provide the complete database of the Virginia Courts Law Library (Westlaw) at all three Dinwiddie locations. Up to

two patrons can access the database at the same time at one location. Dinwiddie County may be able to assist in the replacement of the computers at the Dinwiddie branch so that it may provide this service.

R4. Prince George Electric Cooperative has expanded internet access by placing hotspots at the Carson and Disputanta libraries. It is hoped this will be permanent.

R5. Rachel Beanland, a local author, gave a Zoom Book Talk on October 6 which was well attended. Dinwiddie and Hopewell book clubs are holding Zoom meetings in October to plan future monthly meetings on Zoom.

R6. The Strategic Planning Committee has a meeting scheduled for November. Initial response to patron and community surveys has been good.

Committee Reports: Ms. Baskerville requested that the Personnel Committee Report be delivered to the board in a closed session.

Executive Closed Session: Ms. Boyd moved to go into closed session to discuss matters exempt under Virginia Law from the open meeting laws. Ms. Eliades seconded. Following a roll call, the motion to go into closed session passed unanimously. Following the completion of the board's business exempt from open meeting requirements, Mr. Thomas moved and Ms. Boyd seconded the board coming out of closed session. Following a roll call of members, the motion to come out of closed session passed unanimously.

New Business: None

Unfinished Business: None

Adjournment: Ms. Williams moved to adjourn the meeting and Ms. Boyd seconded the motion. The motion was approved unanimously and the meeting adjourned at 3:00 pm.

Next Meeting: December 10, 2020 at Prince George Library.

Appomattox Regional Library System
Revenue and Expenses
July 1, 2020 - June 30, 2021

fund#	Revenue 12/01/20	FY2020 Adopted	Prev. Total Receipts	11/30/20	Total Receipts	Percentage Received	Balance Due
100	Carry Over	\$45,000	\$0	\$0	\$0	0.0%	\$45,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$630,515	\$315,258	\$0	\$315,258	50.0%	\$315,258
103	Dinwiddie	\$298,890	\$149,445	\$0	\$149,445	50.0%	\$149,445
104	Prince George	\$604,127	\$302,064	\$0	\$302,064	50.0%	\$302,064
105	State Funds	\$432,866	\$216,433	\$0	\$216,433	50.0%	\$216,433
106	Fines/Fees/Lost	\$12,000	\$1,411	\$303	\$1,714	14.3%	\$10,286
107	Copying/Fax Receipts	\$21,000	\$5,290	\$1,616	\$6,906	32.9%	\$14,094
108	Endowment Funds	\$20,269	\$20,269	\$0	\$20,269	100.0%	\$0
109	E-Rate Refunds	\$40,263	\$40,060	\$0	\$40,060	99.5%	\$203
110	Gifts/Donations	\$5,000	\$3,250	\$50	\$3,300	66.0%	\$1,700
111	Grants	\$5,000	\$8,526	\$0	\$8,526	170.5%	(\$3,526)
112	Other	\$10,000	\$355	\$68	\$423	4.2%	\$9,577
TOTALS		\$2,224,930	\$1,062,360	\$2,037	\$1,064,397	47.8%	\$1,160,533

Fund#	EXPENSES 12/01/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 11/2020	TOTAL EXPENSES 11/30/20	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$486,000	\$161,861	\$35,969	\$197,830	40.7%	\$288,170
201	Non-MLS Salary & Wages	\$551,000	\$156,710	\$53,035	\$209,745	38.1%	\$341,255
202	Benefits for Staff/Retirees	\$310,000	\$98,924	\$23,167	\$122,091	39.4%	\$187,909
	Total Personnel	\$1,347,000	\$417,495	\$112,172	\$529,667	39.3%	\$817,333
Books & Materials							
300	Books	\$96,096	\$25,645	\$8,497	\$34,142	35.5%	\$61,954
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$9,373	\$1,673	\$11,046	36.8%	\$18,954
303	Print News & Periodicals	\$10,000	\$910	\$0	\$910	9.1%	\$9,090
304	Audiovisual Materials	\$25,000	\$6,927	\$1,626	\$8,553	34.2%	\$16,447
305	Electronic Materials	\$5,000	\$350	\$199	\$549	11.0%	\$4,451
308	Restricted - Donation/Grant	\$8,525	\$54	\$53	\$107	0.0%	\$8,418
310	Econtent	\$25,000	\$22,783	\$0	\$22,783	91.1%	\$2,217
	Total Books & Materials	\$220,621	\$66,042	\$12,049	\$78,091	35.4%	\$142,531
Capital Expenditures							
Library Non-Computer Equip.,							
400	Furniture & Fixtures	\$50,000	\$6,829	\$0	\$6,829	13.7%	\$43,171
401	Computer Hardware	\$60,000	\$23,233	\$295	\$23,528	39.2%	\$36,472
	Total Capital Expenditures	\$110,000	\$30,062	\$295	\$30,357	27.6%	\$79,643
Contractual							
500	Lyrasis ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
Software & Web Based App.							
501	Licensing Contracts	\$35,000	\$15,688	\$6,070	\$21,758	62.2%	\$13,242
502	Audit	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
503	Cataloging MARC Records	\$3,000	\$770	\$385	\$1,155	38.5%	\$1,845
504	Unique Management	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
505	Computer Support/Service Calls	\$60,000	\$12,011	\$4,106	\$16,117	26.9%	\$43,883

Fund#	EXPENSES 12/01/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 11/2020	TOTAL EXPENSES 11/30/20	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$25,000	\$8,517	\$2,106	\$10,623	42.5%	\$14,377
508	Printing and Publications	\$4,500	\$375	\$0	\$375	8.3%	\$4,125
	Total Contractual	\$155,100	\$37,361	\$12,666	\$50,027	32.3%	\$105,073
Facilities/Maint./Operations							
600	Equip. Repair & Maintenance	\$7,000	\$1,494	\$789	\$2,283	32.6%	\$4,717
601	TLC Maintenance Contract	\$20,600	\$16,366	\$0	\$16,366	79.4%	\$4,234
602	Facilities and Rent	\$76,650	\$25,200	\$6,300	\$31,500	41.1%	\$45,150
603	Supplies	\$25,000	\$5,279	\$702	\$5,981	23.9%	\$19,019
604	Travel / Workshops / Conf. Fees	\$5,000	\$821	\$510	\$1,331	26.6%	\$3,669
605	Training / Education	\$3,000	\$424	\$197	\$621	20.7%	\$2,379
606	Utilities	\$3,000	\$545	\$80	\$625	20.8%	\$2,375
607	Telephone (Voice)	\$13,000	\$3,832	\$961	\$4,793	36.9%	\$8,207
608	Insurance	\$12,250	(\$367)	\$0	(\$367)	-3.0%	\$12,617
609	Vehicle Maintenance & Fuel	\$5,000	\$1,122	\$0	\$1,122	22.4%	\$3,878
610	Job & Contracting Advertising	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
611	Promotional Advertising	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
612	Organization/Association Dues	\$2,000	\$219	\$148	\$367	18.4%	\$1,633
613	Postage	\$5,500	\$1,731	\$0	\$1,731	31.5%	\$3,769
614	Janitorial	\$73,000	\$16,789	\$6,162	\$22,951	31.4%	\$50,049
615	Other Building Maintenance	\$15,000	\$2,245	\$170	\$2,415	16.1%	\$12,585
	Total	\$269,000	\$75,700	\$16,019	\$91,719	34.1%	\$177,281
Facilities/Maint./Operations							
Programs/Activites/Other							
700	YS Summer Reading Program	\$7,000	\$190	\$0	\$190	2.7%	\$6,810
701	YS Programming & Supplies	\$4,500	\$441	\$100	\$541	12.0%	\$3,959
703	Adult Programming Supplies	\$7,000	\$55	\$93	\$148	2.1%	\$6,852

Fund#	EXPENSES 12/01/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 11/2020	TOTAL EXPENSES 11/30/2020	PERCENTAGE SPENT	BALANCE
705 Reserve		\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709 Misc. Professional Serv. & Other		\$9,700	\$1,883	\$65	\$1,949	20.1%	\$7,751
Total Programs/Activ./Other		\$35,200	\$2,569	\$258	\$2,827	8.0%	\$32,373
GRAND TOTALS		\$2,136,921	\$629,230	\$153,458	\$782,688	36.6%	\$1,354,233

Statistical Report December 15, 2020

Statistical Report - October 20, 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	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	2	2,908		
	FY21	3	27	21	50	130	0	0	0	0	0	0	0	231	-52%	-88%
Carson Depot	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	9,553	17,480		
	FY21	7,346	4,776	4,591	469	509	0	0	0	0	0	0	0	17,691	-27%	319%
Dinwiddie	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	10	15,031		
	FY21	53	371	513	720	683	0	0	0	0	0	0	0	2,340	-42%	-76%
Disputanta	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	446	303	222	140	74	9	3,937		
	FY21	3	2	29	21	96	0	0	0	0	0	0	0	151	-78%	-94%
Hopewell	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	10,221	110,748		
	FY21	4,994	8,743	8,342	7,408	7,438	0	0	0	0	0	0	0	36,925	-12%	-27%

Statistical Report
December 15, 2020

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	% of Chg by Month	YTD TOTAL % CHANGE
Mckenney	FY17	878	936	864	959	877	840	677	587	684	568	900	1,090	9,860		
	FY18	1,060	1,181	886	831	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	3	6,796		
	FY21	6	83	219	210	206	0	0	0	0	0	0	0	724	-63%	-82%
Prince George	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	726	41,871		
	FY21	1,479	1,665	3,232	3,218	2,759	0	0	0	0	0	0	0	12,353	-33%	-49%
Rohioic	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	207	4	9,141		
	FY21	7	95	40	69	46	0	0	0	0	0	0	0	257	-95%	-95%
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	1,376	1,342	1,326	2,437	2,331	2,063	20,116		
	FY21	1,969	1,986	1,859	1,813	0	0	0	0	0	0	0	0	7,627	21%	18%
ARLS Totals	FY17	29,171	28,994	25,935	24,466	23,422	22,233	24,056	23,098	24,896	21,954	23,637	33,241	305,334		
	FY18	33,807	29,466	25,776	22,086	19,785	18,878	18,795	18,518	20,377	19,143	19,623	22,684	268,938		
	FY19	26,880	24,388	21,210	21,709	18,839	15,969	20,869	19,424	21,423	21,179	19,120	21,456	252,466		
	FY20	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		
	FY21	17,336	19,386	22,057	17,146	14,496	0	0	0	0	0	0	0	90,421	-19%	-17%

Statistical Report
December 15 2020

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2020*													
Burrowsville	0	0	0	7	28	0	0	0	0	0	0	0	35
Carson Depot	211	165	115	100	88	0	0	0	0	0	0	0	679
Dinwiddie	27	82	94	108	117	0	0	0	0	0	0	0	428
Disputanta	0	0	0	0	0	0	0	0	0	0	0	0	0
Hopewell	165	7,432	7,948	7,130	5,957	0	0	0	0	0	0	0	28,632
Mckenney	0	0	35	31	30	0	0	0	0	0	0	0	96
Prince George	214	3,186	2,724	2,839	2,017	0	0	0	0	0	0	0	10,980
Roholic	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	617	10,865	10,916	10,215	8,237	0	0	0	0	0	0	0	40,850
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	0	0	0	0	0	0	0	0	0	0	0	0	0
Meeting Room Users**	45	65	17	7	9	0	0	0	0	0	0	0	143
Book Group	0	0	0	11	12	0	0	0	0	0	0	0	23
Adult Program***	299	204	57	38	0	0	0	0	0	0	0	0	598
Non-SRP Child Program	0	0	354	867	178	0	0	0	0	0	0	0	1,399
Non-SRP Teen Program	0	0	37	35	33	0	0	0	0	0	0	0	105
Storytime***	4,657	3,946	3,830	2,563	549	0	0	0	0	0	0	0	15,545
SRP Child***	711	458	0	0	0	0	0	0	0	0	0	0	1,169
SRP Teen***	103	49	0	0	0	0	0	0	0	0	0	0	152
Community Outreach	0	0	89	0	0	0	0	0	0	0	0	0	89
Database Usage	254	88	216	106	635	0	0	0	0	0	0	0	1,299
TOTALS	6,069	4,810	4,600	3,627	1,416	0	0	0	0	0	0	0	20,522

* Includes patrons using curbside checkout

**Rooms remained closed for the general public. The Census Bureau, City or Prince George Co. made use of rooms in July - November

***Includes online programming

Statistical Report
December 15, 2020

REFERENCE QUESTIONS - FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	* APR	MAY	JUN	TOTAL
Burrowsville	0	0	0	3	17	0	0	0	0	0	0	0	20
Carson Depot	0	0	11	60	54	0	0	0	0	0	0	0	125
Dinwiddie	0	0	20	51	52	0	0	0	0	0	0	0	123
Disputanta	0	0	0	0	0	0	0	0	0	0	0	0	0
Hopewell	569	1,086	911	983	957	0	0	0	0	0	0	0	4,506
Mckenney	0	0	0	0	0	0	0	0	0	0	0	0	0
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	0	220	312	497	378	0	0	0	0	0	0	0	1,407
Rohoic	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	569	1,306	1,254	1,594	1,458	0	0	0	0	0	0	0	6,181
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	0	0	0	0	0	0	0	0	0	0	0	0	0
WIFI	0	5	2	0	1	0	0	0	0	0	0	0	8
Carson Depot Workstation	0	0	11	1	0	0	0	0	0	0	0	0	12
WIFI	0	1	2	3	1	0	0	0	0	0	0	0	7
Dinwiddie Workstation	0	0	6	31	36	0	0	0	0	0	0	0	73
WIFI	7	7	2	3	2	0	0	0	0	0	0	0	21
Disputanta Workstation	0	0	0	0	0	0	0	0	0	0	0	0	0
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Hopewell Workstation	640	813	828	783	703	0	0	0	0	0	0	0	3,767
WIFI	101	139	193	179	205	0	0	0	0	0	0	0	817
Mckenney Workstation	0	0	2	2	0	0	0	0	0	0	0	0	4
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George Workstation	9	167	236	309	239	0	0	0	0	0	0	0	960
WIFI	10	106	110	128	72	0	0	0	0	0	0	0	426
Rohoic Workstation	0	0	0	0	53	0	0	0	0	0	0	0	53
WIFI	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	767	1,238	1,392	1,439	1,312	0	0	0	0	0	0	0	6,148

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Nov 1, 2020 to Nov 30, 2020

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/5/20	200689	21000-100	Federal Taxes Withheld	3,045.46	
			Social Security Taxes		
11/5/20	200689	22000-100	Withheld	2,595.14	
11/5/20	200689	22000-100	SB Social Security	131.30	
11/5/20	200689	22000-100	ARLS Social Security	2,463.84	
11/5/20	200689	23000-100	Medicare Taxes Withheld	606.91	
11/5/20	200689	23000-100	SB Medicare Taxes	30.71	
11/5/20	200689	23000-100	ARLS Medicare	576.20	
			Electronic Federal Tax		
11/5/20	200689	10006-100	Payment		9,449.56
11/19/20	200690	21000-100	Federal Taxes Withheld	2,924.63	
			Social Security Taxes		
11/19/20	200690	22000-100	Withheld	2,519.77	
11/19/20	200690	22000-100	SB Social Security	131.30	
11/19/20	200690	22000-100	ARLS Social Security	2,388.47	
11/19/20	200690	23000-100	Medicare Taxes Withheld	589.29	
11/19/20	200690	23000-100	SB Medicare Taxes	30.71	
11/19/20	200690	23000-100	ARLS Medicare	558.58	
			Electronic Federal Tax		
11/19/20	200690	10006-100	Payment		9,142.75
11/5/20	2013-613	27000-300	EZ Link Withheld	145.85	
11/5/20	2013-613	70460-100	EZ Link Retirement	335.11	
11/5/20	2013-613	10006-100	Treasurer of Virginia		480.96
11/5/20	2013-614	27000-400	EZ Link Voluntary Withheld	277.14	
11/5/20	2013-614	10006-100	Treasurer of Virginia		277.14
11/10/20	2013-616	70540-600	SB Life Insurance	61.42	
11/10/20	2013-616	70540-600	SB Retirement	234.67	
11/10/20	2013-616	27000-200	VRS Withheld	2,839.42	
11/10/20	2013-616	70460-100	ARLS Life Insurance	777.70	
11/10/20	2013-616	70460-100	ARLS Retirement	2,543.55	
11/10/20	2013-616	10006-100	Treasurer of Virginia		6,456.76
11/19/20	2013-619	27000-300	EZ Link Withheld	145.85	
11/19/20	2013-619	70460-100	EZ Link Retirement	335.11	
11/19/20	2013-619	10006-100	Treasurer of Virginia		480.96
11/19/20	2013-620	27000-400	EZ Link Voluntary Withheld	277.14	
11/19/20	2013-620	10006-100	Treasurer of Virginia		277.14
11/2/20	42297	10007-100	Gross MLS	13,816.54	
11/2/20	42297	10007-100	Gross Non MLS	6,894.28	
11/2/20	42297	10007-100	Gross Hourly	11,303.46	
11/2/20	42297	10007-100	Gross Smart Beginnings	1,663.53	
11/2/20	42297	10006-100	ARLS-Payroll		33,677.81
			#8299 60 021 0013348		
11/5/20	42298	84100-440	Telephone - McKenney	83.35	
			#8299 60 021 0013348		
11/5/20	42298	82600-440	Internet - McKenney	225.96	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Nov 1, 2020 to Nov 30, 2020

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/5/20	42298	84100-430	#8299 60 019 0107136 Telephone - Disputanta	58.40	
11/5/20	42298	82600-430	#8299 60 019 0107136 Internet - Disputanta	166.94	
11/5/20	42298	10006-100	Comcast Communications		534.65
11/5/20	42299	84900-410	Grounds Maintenance - Carson	170.00	
11/5/20	42299	10006-100	Heaton's Lawn Maintenance, LLC		170.00
11/5/20	42300	82210-100	Monthly ILL Subscription	192.43	
11/5/20	42300	10006-100	OCLC, Inc.		192.43
11/12/20	42301	80070-100	Invoice: 5016482037	205.77	
11/12/20	42301	80020-100	Invoice: 5016499693	538.16	
11/12/20	42301	80020-100	Invoice: 501648036	335.58	
11/12/20	42301	80020-100	Invoice: 5016499692	158.54	
11/12/20	42301	80020-100	Invoice: 5016499691	58.47	
11/12/20	42301	80250-100	Invoice: 5016520047	155.07	
11/12/20	42301	10006-100	Baker & Taylor		1,451.59
11/12/20	42302	80030-100	Invoice: 61797192	948.74	
11/12/20	42302	80230-100	Invoice: 61797421	7.73	
11/12/20	42302	80025-100	Invoice: 61798267	30.54	
11/12/20	42302	80025-100	Invoice: 61795367	29.44	
11/12/20	42302	80210-100	Invoice: 61798266	16.38	
11/12/20	42302	80038-100	Invoice: 61795871	1,049.77	
11/12/20	42302	80210-100	Invoice: 67241445	15.87	
11/12/20	42302	80210-100	Invoice: 67241447	23.40	
11/12/20	42302	80230-100	Invoice: 61796703	38.05	
11/12/20	42302	80025-100	Invoice: 67241446	13.46	
11/12/20	42302	80230-100	Invoice: 61797423	5.98	
11/12/20	42302	80210-100	Invoice: 61797191	32.68	
11/12/20	42302	80025-100	Invoice: 61798882	31.60	
11/12/20	42302	80030-100	Invoice: 67241949	20.80	
11/12/20	42302	80230-100	Invoice: 61798884	5.98	
11/12/20	42302	80210-100	Invoice: 61795870	49.05	
11/12/20	42302	80230-100	Invoice: 61798265	10.98	
11/12/20	42302	80230-100	Invoice: 61795366	72.30	
11/12/20	42302	80038-100	Invoice: 61798883	10.77	
11/12/20	42302	80015-100	Invoice: 61797193	22.96	
11/12/20	42302	80210-100	Invoice: 67241950	9.91	
11/12/20	42302	80015-100	Invoice: 61797422	21.88	
11/12/20	42302	80015-100	Invoice: 61797194	626.50	
11/12/20	42302	80230-100	Invoice: 61798881	9.90	
11/12/20	42302	80010-100	Invoice: 61796704	10.79	
11/12/20	42302	10006-100	Ingram Library Services		3,115.46
11/12/20	42303	80405-100	Invoice: 99545653	284.43	
11/12/20	42303	80410-100	Invoice: 99545654	117.03	
11/12/20	42303	80405-100	Invoice: 99545651	23.39	
11/12/20	42303	80440-100	Invoice: 99545652	51.28	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Nov 1, 2020 to Nov 30, 2020

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

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11/12/20	42303	80410-100	Invoice: 99503641	12.79	
11/12/20	42303	10006-100	Midwest Tape		488.92
			Summit Subscription Fee		
11/12/20	42304	82070-100	12/13/20 to 12/13/21	5,000.00	
11/12/20	42304	10006-100	Above the Treeline, Inc.		5,000.00
			Summit Subscription Fee		
11/12/20	42304V	82070-100	12/13/20 to 12/13/21		-5,000.00
11/12/20	42304V	10006-100	Above the Treeline, Inc.	-5,000.00	
11/12/20	42305	84600-200	Membership Dues	148.00	
11/12/20	42305	10006-100	American Library Association		148.00
			Contract Charge 10/3/20 to		
11/12/20	42306	82900-200	1/2/21	198.00	
11/12/20	42306	82900-200	Overage Charge	132.64	
11/12/20	42306	10006-100	Centric Business Systems		330.64
			#8299 60 019 0107169		
11/12/20	42307	82600-410	Telephone - Carson	159.32	
11/12/20	42307	10006-100	Comcast Communications		159.32
11/12/20	42308	84000-410	Utilities - Carson	64.35	
11/12/20	42308	10006-100	Dominion Energy Virginia		64.35
11/12/20	42309	83500-420	Rent - Dinwiddie Library	300.00	
11/12/20	42309	83500-440	Rent - McKenney Library	300.00	
11/12/20	42309	83500-460	Rent - Rohoic Library	300.00	
11/12/20	42309	10006-100	County of Dinwiddie		900.00
11/12/20	42310	83500-480	Rent - Burrowsville Library	300.00	
11/12/20	42310	83500-430	Rent - Disputanta	150.00	
11/12/20	42310	83500-450	Rent - PG Library	1,200.00	
11/12/20	42310	10006-100	County of Prince George		1,650.00
11/12/20	42311	83810-450	Travel - PG 9/3/20	9.49	
			Travel - PG 10/14/20 and		
11/12/20	42311	83810-450	10/15/20	36.36	
11/12/20	42311	83810-450	Travel - PG 10/16/20	18.18	
			Travel - PG 10/30/20 and		
11/12/20	42311	83810-450	11/2/20	18.58	
11/12/20	42311	83810-450	Travel - PG 11/5/20	16.97	
			Travel -PG 11/5/20 and		
11/12/20	42311	83810-450	11/9/20	23.94	
11/12/20	42311	10006-100	Ginger Mauler		123.52
			Monthly Billing for		
11/12/20	42312	82450-100	November	2,146.64	
11/12/20	42312	82450-100	Managed Workstations	1,959.51	
11/12/20	42312	10006-100	E-N Computers, Inc.		4,106.15
11/12/20	42313	84100-410	Telephone - Carson	114.73	
11/12/20	42313	10006-100	Granite Telecommunications		114.73
11/12/20	42314	83500-200	Rent - Hopewell Library	3,750.00	
11/12/20	42314	10006-100	Hopewell City Treasurer		3,750.00

Appomattox Reg Library System

Cash Disbursements Journal

For the Period From Nov 1, 2020 to Nov 30, 2020

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/12/20	42315	80210-100	2 Inv AFSSO	47.25	
11/12/20	42315	10006-100	Reader Service		47.25
11/12/20	42316	82070-100	Monthly Website Hosting	150.00	
11/12/20	42316	10006-100	Richweb Inc.		150.00
11/12/20	42317	11000-100	Voided Check		
11/12/20	42317	10006-100	Voided Check		
11/12/20	42318	11000-100	Voided Check		
11/12/20	42318	10006-100	Voided Check		
11/12/20	42319	11000-100	Voided Check		
11/12/20	42319	10006-100	Voided Check		
			West Proflex Monthly		
11/12/20	42320	82070-100	Charges	329.53	
11/12/20	42320	10006-100	Thomson Reuters - West		329.53
11/12/20	42321	11000-100	Voided Check		
11/12/20	42321	10006-100	Voided Check		
11/12/20	42322	11000-100	Voided Check		
11/12/20	42322	10006-100	Voided Check		
11/12/20	42323	11000-100	Voided Check		
11/12/20	42323	10006-100	Voided Check		
11/12/20	42324	11000-100	Voided Check		
11/12/20	42324	10006-100	Voided Check		
11/12/20	42325	11000-100	Voided Check		
11/12/20	42325	10006-100	Voided Check		
11/12/20	42326	11000-100	Voided Check		
11/12/20	42326	10006-100	Voided Check		
11/12/20	42327	11000-100	Voided Check		
11/12/20	42327	10006-100	Voided Check		
11/12/20	42328	11000-100	Voided Check		
11/12/20	42328	10006-100	Voided Check		
11/12/20	42329	11000-100	Voided Check		
11/12/20	42329	10006-100	Voided Check		
11/12/20	42330	11000-100	Voided Check		
11/12/20	42330	10006-100	Voided Check		
11/12/20	42331	11000-100	Voided Check		
11/12/20	42331	10006-100	Voided Check		
11/12/20	42332	11000-100	Voided Check		
11/12/20	42332	10006-100	Voided Check		
11/12/20	42333	11000-100	Voided Check		
11/12/20	42333	10006-100	Voided Check		
11/12/20	42334	11000-100	Voided Check		
11/12/20	42334	10006-100	Voided Check		
11/12/20	42335	11000-100	Voided Check		
11/12/20	42335	10006-100	Voided Check		
11/12/20	42336	11000-100	Voided Check		
11/12/20	42336	10006-100	Voided Check		
11/12/20	42337	82600-480	Internet - Burrowsville	219.00	
11/12/20	42337	10006-100	RuralBand		219.00
11/12/20	42338	85850-100	Monthly Shredding	65.49	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Nov 1, 2020 to Nov 30, 2020

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/12/20	42338	10006-100	Shred-It USA LLC		65.49
11/12/20	42339	20200-400	Suntrust 11/21/20	1,907.62	
11/12/20	42339	10006-100	SunTrust Bank		1,907.62
11/12/20	42340	82600-200	Mobile Internet	177.84	
11/12/20	42340	10006-100	T-Mobile		177.84
11/12/20	42341	84100-480	Telephone - Burrowsville	17.22	
11/12/20	42341	10006-100	Verizon		17.22
11/12/20	42342	70420-100	Unemployment Benefits	10,915.22	
			Virginia Employment		
11/12/20	42342	10006-100	Commission		10,915.22
			Summit Subscription Fee		
11/12/20	42343	82070-100	12/13/20 to 12/13/21	5,000.00	
11/12/20	42343	10006-100	Above the Treeline, Inc.		5,000.00
11/12/20	42344	82910-100	Repair of iPad Air 2	208.49	
11/12/20	42344	10006-100	Fruit Fixed		208.49
11/24/20	42344V	82910-100	Repair of iPad Air 2		-208.49
11/24/20	42344V	10006-100	Fruit Fixed	-208.49	
11/16/20	42345	10007-100	Gross MLS	13,816.54	
11/16/20	42345	10007-100	Gross Non MLS	6,894.28	
11/16/20	42345	10007-100	Gross Hourly	10,301.20	
11/16/20	42345	10007-100	Gross Smart Beginnings	1,663.53	
11/16/20	42345	10006-100	ARLS-Payroll		32,675.55
11/24/20	42346	80020-100	Invoice: 5016512141	260.99	
11/24/20	42346	80070-100	Invoice: 5016512140	55.00	
11/24/20	42346	80020-100	Invoice: 5016512139	57.44	
11/24/20	42346	80460-100	Invoice: 2035620299	125.27	
11/24/20	42346	10006-100	Baker & Taylor		498.70
11/24/20	42347	80260-100	Invoice: 72591920	236.16	
11/24/20	42347	80260-100	Invoice: 72604389	53.23	
11/24/20	42347	80260-100	Invoice: 72603221	72.72	
11/24/20	42347	80260-100	Invoice: 72603950	69.72	
11/24/20	42347	10006-100	Cengage Learning Inc/Gale		431.83
11/24/20	42348	80230-100	Invoice: 61799622	32.82	
11/24/20	42348	80200-100	Invoice: 61799624	21.58	
11/24/20	42348	80210-100	Invoice: 61799623	15.30	
11/24/20	42348	80025-100	Invoice: 61800987	31.62	
11/24/20	42348	80210-100	Invoice: 61800986	162.90	
11/24/20	42348	80025-100	Invoice: 61800988	66.58	
11/24/20	42348	80038-100	Invoice: 61800989	15.10	
11/24/20	42348	80230-100	Invoice: 67245520	10.44	
11/24/20	42348	80015-100	Invoice: 67245522	21.88	
11/24/20	42348	80230-100	Invoice: 67245523	11.96	
11/24/20	42348	80210-100	Invoice: 67245521	76.30	
11/24/20	42348	80210-100	Invoice: 67246064	97.32	
11/24/20	42348	80025-100	Invoice: 67246519	388.49	
11/24/20	42348	80210-100	Invoice: 67246520	15.58	
11/24/20	42348	80025-100	Invoice: 61803787	1,245.88	
11/24/20	42348	80210-100	Invoice: 61803786	43.66	

Appomattox Reg Library System
Cash Disbursements Journal
For the Period From Nov 1, 2020 to Nov 30, 2020

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

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11/24/20	42348	80010-100	Invoice: 61804653	9.58	
11/24/20	42348	80025-100	Invoice: 61804651	66.48	
11/24/20	42348	80038-100	Invoice: 61804650	19.72	
11/24/20	42348	80210-100	Invoice: 61804649	129.46	
11/24/20	42348	80030-100	Invoice: 61804652	27.45	
11/24/20	42348	80010-100	Invoice: 61804654	27.51	
11/24/20	42348	80030-100	Invoice: 61805445	31.20	
11/24/20	42348	80010-100	Invoice: 61805606	1,595.39	
11/24/20	42348	80025-100	Invoice: 61805605	30.57	
11/24/20	42348	80010-100	Invoice: 61805446	20.46	
11/24/20	42348	80210-100	Invoice: 61806078	19.14	
11/24/20	42348	80230-100	Invoice: 61806079	20.80	
11/24/20	42348	80025-100	Invoice: 61806080	20.38	
11/24/20	42348	80010-100	Invoice: 61806081	27.05	
11/24/20	42348	80200-100	Invoice: 61806082	19.18	
11/24/20	42348	10006-100	Ingram Library Services		4,321.78
11/24/20	42349	80405-100	Invoice: 99571646	50.78	
11/24/20	42349	80440-100	Invoice: 99571670	167.90	
11/24/20	42349	80405-100	Invoice: 99571649	106.75	
11/24/20	42349	80440-100	Invoice: 99571648	26.08	
11/24/20	42349	80440-100	Invoice: 99597300	111.82	
11/24/20	42349	80405-100	Invoice: 99596988	70.51	
11/24/20	42349	80405-100	Invoice: 99597301	75.59	
11/24/20	42349	80440-100	Invoice: 99626337	95.66	
11/24/20	42349	80405-100	Invoice: 99626338	242.73	
11/24/20	42349	80410-100	Invoice: 99626339	46.99	
11/24/20	42349	80410-100	Invoice: 99626336	17.23	
11/24/20	42349	10006-100	Midwest Tape		1,012.04
11/24/20	42350	70550-600	SB Health Insurance	958.00	
11/24/20	42350	70470-100	ARLS Health Insurance	14,370.00	
			Anthem BlueCross		
11/24/20	42350	10006-100	BlueShield		15,328.00
11/24/20	42351	70470-100	Retirees Health Insurance	402.00	
			Anthem BlueCross		
11/24/20	42351	10006-100	BlueShield		402.00
11/24/20	42352	82900-200	Copier Lease	250.36	
			Canon Financial Services,		
11/24/20	42352	10006-100	Inc.		250.36
			#8299 60 017 0199525		
11/24/20	42353	82600-200	Internet - HQ	257.19	
			#8299 60 017 0205967		
11/24/20	42353	84100-200	Telephone - HQ	447.65	
			#8299 60 017 0205967		
11/24/20	42353	82600-200	Internet - HQ	321.05	
			#8299 60 019 0106328		
11/24/20	42353	84100-450	Telephone - PG	123.30	
			#8299 60 019 0106328		
11/24/20	42353	82600-450	Internet - PG	233.45	

Appomattox Reg Library System
Cash Disbursements Journal

For the Period From Nov 1, 2020 to Nov 30, 2020

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/24/20	42353	84100-420	#8299 60 020 0108397 Telephone - Dinwiddie	58.40	
11/24/20	42353	82600-420	#8299 60 020 0108397 Internet - Dinwiddie	172.44	
11/24/20	42353	84100-460	#8299 60 020 0107829 Telephone - Rohoic	58.40	
11/24/20	42353	82600-460	#8299 60 020 0107829 Internet - Rohoic	172.44	
11/24/20	42353	10006-100	Comcast Communications		1,844.32
11/24/20	42354	84000-200	Utilities - HQ	7.65	
11/24/20	42354	84000-480	Utilities - Burrowsville	7.65	
11/24/20	42354	10006-100	Diamond Springs Apple Lightening Headphone		15.30
11/24/20	42355	85210-100	Adapter	8.41	
11/24/20	42355	85210-100	Snacks for Blood Drive	84.23	
11/24/20	42355	10006-100	Catherine Field		92.64
11/24/20	42356	82910-100	Repair of iPad Air 2	208.49	
11/24/20	42356	10006-100	Brian Manning		208.49
11/24/20	42357	83810-450	Travel - PG - 11/19/20	34.14	
11/24/20	42357	83810-450	Travel - PG - 11/20/20	16.56	
11/24/20	42357	10006-100	Ginger Mauler		50.70
11/24/20	42358	83810-200	Travel - HQ - 11/19/20	33.43	
11/24/20	42358	10006-100	Nicole Coleman		33.43
11/24/20	42359	82210-100	Monthly ILL Subscription	192.43	
11/24/20	42359	10006-100	OCLC, Inc.		192.43
11/24/20	42360	84800-200	Janitorial - HQ	3,995.00	
11/24/20	42360	84800-450	Janitorial - PG	1,875.00	
11/24/20	42360	10006-100	Professional Maintenance Co., Inc.		5,870.00
11/24/20	42361	80210-100	2 Inv AFSSO	64.64	
11/24/20	42361	10006-100	Reader Service		64.64
11/24/20	42362	82070-100	Wildcard SSL Renewal 1 year	200.00	
11/24/20	42362	10006-100	Richweb Inc.		200.00
11/24/20	42363	20200-300	Staples 12/7/20	733.38	
11/24/20	42363	10006-100	Staples Credit Plan		733.38
11/30/20	42364	10007-100	Gross MLS	13,816.54	
11/30/20	42364	10007-100	Gross Non MLS	6,894.28	
11/30/20	42364	10007-100	Gross Hourly	9,516.06	
11/30/20	42364	10007-100	Gross Smart Beginnings	1,663.53	
11/30/20	42364	10006-100	ARLS-Payroll		31,890.41
Total				192,488.01	192,488.01

Appomattox Reg Library System

Suntrust CK#42339

11/20/2020

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/28/20	ALA 8527	83700-100	Bookmarks	34.30	
			American Library		
9/28/20	ALA 8527	20200-400	Association		34.30
9/28/20	Advanced 8528	84810-100	Biotab 7 Tablets	466.00	
9/28/20	Advanced 8528	20200-400	Advanced Biocide		466.00
9/29/20	Amazon 8522-3RO	84810-100	Cleaning Cloths	16.59	
9/29/20	Amazon 8522-3RO	83700-450	Hide-a-Key, Key Case	90.49	
9/29/20	Amazon 8522-3RO	20200-400	Amazon.com		107.08
9/30/20	Google 9/30/20	82020-100	Google E-Mail	390.00	
9/30/20	Google 9/30/20	20200-400	Google		390.00
10/1/20	Amazon 8522-R1	84810-100	Cloths		-16.99
10/1/20	Amazon 8522-R1	83700-450	Key Case, Hide-a-Key		-55.98
10/1/20	Amazon 8522-R1	20200-400	Amazon.com	-72.97	
10/1/20	Amazon 8522-R2	83700-450	Hide-a-Key		-27.20
10/1/20	Amazon 8522-R2	20200-400	Amazon.com	-27.20	
10/5/20	Amazon 8533	83700-200	Waste Cartridges/Xerox	42.10	
10/5/20	Amazon 8533	20200-400	Amazon.com		42.10
10/6/20	Amazon 8535	84810-100	Spray Bottles, Gloves	131.85	
10/6/20	Amazon 8535	83700-100	Thermal Paper, Dish Soap	77.81	
10/6/20	Amazon 8535	83700-420	Phone Cord	4.59	
10/6/20	Amazon 8535	20200-400	Amazon.com		214.25
10/12/20	Amazon 8540	80840-100	John Randolph Fdn - Grant	0.62	
10/12/20	Amazon 8540	85110-100	Filament for 3D Prrinter	141.32	
10/12/20	Amazon 8540	20200-400	Amazon.com		141.94
10/12/20	Panera 8542	85800-100	Lunch for Staff Day	193.66	
10/12/20	Panera 8542	20200-400	Panera Bread		193.66
10/14/20	Amazon 8543	84810-100	Spray Bottles	19.94	
10/14/20	Amazon 8543	81100-100	Folding Chairs	54.74	
10/14/20	Amazon 8543	20200-400	Amazon.com		74.68
10/16/20	Amazon 10/16/20	80020-100	Adult Non-Fiction	32.95	
10/16/20	Amazon 10/16/20	20200-400	Amazon.com		32.95
10/24/20	BJ 8549	84810-100	Lysol Wipes	14.83	
10/24/20	BJ 8549	20200-400	BJ's Warehouse		14.83
10/26/20	Amazon 10/26/20	80020-100	Adult Non-Fiction	23.90	
10/26/20	Amazon 10/26/20	80250-100	Adult NonFiction - SO	83.19	
10/26/20	Amazon 10/26/20	80038-100	Juvenile Fiction	29.98	
10/26/20	Amazon 10/26/20	80025-100	Adult Fiction	85.00	
10/26/20	Amazon 10/26/20	20200-400	Amazon.com		222.07
10/26/20	Amazon 10/26/20-2	80025-100	Adult Fiction	11.49	
10/26/20	Amazon 10/26/20-2	20200-400	Amazon.com		11.49
10/26/20	Amazon 10/26/20-3	80025-100	Adult Fiction	6.48	
10/26/20	Amazon 10/26/20-3	20200-400	Amazon.com		6.48
10/26/20	Amazon 8548	85110-100	Duct Tape, Batteries	55.96	
10/26/20	Amazon 8548	20200-400	Amazon.com		55.96
Total				1,907.62	1,907.62

Community Involvement
October/November/December 2020

10/16	Virginia Library Assoc. Executive Committee Meeting (Zoom)
10/28	Dinwiddie Chamber of Commerce
10/28	Downtown Partnership – Strategic Planning Meeting (Zoom)
11/9	Downtown Partnership – 2 nd Strategic Planning Meeting
11/30	Fundraising Workshop (Beacon Theatre)
12/4	CALD-TALC meeting (Zoom)
12/8	Hopewell City Council (as legacy member of the Chamber of Commerce)



2021 Pay and Holiday Calendar

January 1

New Year's Day

January 18

Martin Luther King, Jr. Day

February 15

George Washington Day

May 31

Memorial Day

June 18

Juneteenth (Observed)

July 5

Independence Day

(Observed)

September 6

Labor Day

October 11

Columbus Day & Yorktown

Victory Day

November 2

Election Day

November 11

Veterans Day

November 24

4 hours additional holiday time

November 25

Thanksgiving

November 26

Day After Thanksgiving

December 23

8 hours additional holiday time

December 24

Christmas (Observed)

December 31

New Year's (Observed)

January

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Denotes Holiday



Denotes Payday



Denotes Additional
4 Hours of Time Off



Denotes Additional
8 Hours of Time Off



PAF Deadline—the
Wednesday before every new
pay period