

APPOMATTOX REGIONAL LIBRARY SYSTEM

BOARD OF TRUSTEES

April 20, 2021

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

April 20, 2021

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 – March 16, 2021 Regular Meeting
Statistical Report – dated April 20, 2021
Financial Report – dated April 20, 2021
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Author Virtual Visit – Melissa Face, April 22, 7 pm
- R3.** Disputanta / Branches refresh
- R4.** Revised Performance Review
- R5.** Proposed policy updates

Committee Reports:

New Business:

Unfinished Business

Policy Review:

- Section 9 – Displays and Exhibits
- Section 16 – Technology
-

Adjournment

Next Meeting: May 18, 2021 at the Prince George Library

**Appomattox Regional Library System
Board of Trustees Regular Meeting
Minutes of March 16, 2021**

Call to Order: Board Chairman Carly Baskerville called the regular meeting of the Board of Trustees of the Library to order at 1:00 pm at the Prince George Library.

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

Trustees Absent: Lillian Boyd (PG)

Staff Present: Brian Manning

Meeting Agenda: Mr. Thomas moved to approve the agenda for today's meeting. Ms. Williams seconded the motion and the agenda was approved unanimously.

Consent Agenda: Mr. Thomas moved to approve the consent agenda for today's meeting. Ms. Thorne seconded the motion and the consent agenda was approved unanimously.

Communications: None

Citizen Comments: Mr. Harless stated that a customer had given him very positive feedback about a visit to the Prince George Library.

Report of the Library Director:

R1. We are currently advertising for one circulation position. There is still a vacancy on the Board for a representative from Dinwiddie.

R2a. The library is hoping to return to "in person" programming for children. Unfortunately, most of our usual meeting rooms are not suitable for maintaining optimal social distancing. The Guncotton Coffee Shop in Hopewell has offered to let the library use its large room on the first Friday of each month. Scott Park in Prince George may be used as an outdoor location as can the courtyard located by between the Dinwiddie Library and the Historic Dinwiddie Courthouse.

R2b. Adult programming is featured on the ARLS YouTube channel. Online book talks are being held. Historic Hopewell talks held at the American Legion will be recorded when permitted since they currently cannot be held in the Hopewell Library due to distancing issues.

R3. The summer reading program will be virtual only. Details will be on Facebook and the Library website. Ms. Williams suggested that if free books are given as rewards, they should appeal to a more varied audience than in the past.

R4. The Board has been considering changing the format for the Director's yearly performance review. These evaluations are done by fiscal year and need to be completed in a timely manner to facilitate budget planning. Mr. Manning provided the Board with sample evaluations plans from other library systems for review. Discussion was held and it was suggested that we design our review similar to the one from Lancaster Community Library. It was agreed that a more narrative type of evaluation would be preferred over numerical ratings. Mr. Manning will meet with the personnel committee to help develop the new evaluation plan. A new strategic plan for the Library is also being developed and it can be a helpful guideline for judging the Director's performance in the future.

R5. The Board was provided with proposed changes to the Technology Policy as well as the Displays and Exhibits Policy. A list of additional changes was provided by Ms. Williams. After discussion, the Board elected to take additional time to review the changes and to continue discussions at the next meeting.

Committee Reports: None

New Business: None

Unfinished Business: None

Adjournment: Mr. Harless made a motion to adjourn the meeting. Ms. Thorne seconded the motion and the motion was approved unanimously. Ms. Baskerville adjourned the meeting at 1:51 pm.

Next Meeting: 1 pm April 20, 2021 at the Prince George Library

Statistical Report
April 20, 2021

Statistical Report -April 20, 2021
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	126	122	104	153	0	0	0	736	-52%	-73%
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	521	595	621	749	0	0	0	20,177	42%	194%
Dinwiddie	FY17	2,618	2,478	3,172	2,106	1,920	1,982	2,176		2,367	1,883	1,962	2,034	24,698		
	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	841	827	649	856	0	0	0	5,513	-21%	-60%
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	175	201	238	379	0	0	0	1,144	71%	-69%
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	7,794	7,833	8,113	9,143	0	0	0	69,808	15%	-18%

Statistical Report
April 20, 2021

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	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	3	6,796		
	FY21	6	83	219	210	206	396	354	409	453	0	0	0	2,336	-9%	-63%
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	2,794	4,814	2,734	3,138	0	0	0	25,833	4%	-31%
Rohoic	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	86	116	194	256	0	0	0	909	-56%	-89%
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	2,141	1,757	2,013	2,104	1,985	0	0	0	17,627	50%	33%
ARLS Totals	FY17	29,171	28,994	25,935	24,466	23,422	22,233	24,056	21,286	24,896	21,954	23,637	33,241	303,522		
	FY18	33,807	29,466	25,776	22,086	19,785	19,399	19,390	19,139	21,126	19,143	19,623	22,684	271,424		
	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	16,637	17,158	21,567	17,796	20,097	0	0	0	169,180	29%	-5%

Statistical Report
April 20, 2021

PATRON VISITS FY2021*	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville	0	0	0	7	28	20	35	23	20	0	0	0	133
Carson Depot	211	165	115	100	88	101	119	127	122	0	0	0	1,148
Dinwiddie	27	82	94	108	117	124	132	101	142	0	0	0	927
Disputanta	0	0	0	0	0	7	35	48	81	0	0	0	171
Hopewell	165	7,432	7,948	7,130	5,957	6,764	6,571	6,639	8,337	0	0	0	56,943
McKenney	0	0	35	31	30	107	125	117	93	0	0	0	538
Prince George	214	3,186	2,724	2,839	2,017	2,436	2,372	2,272	876	0	0	0	18,936
Roholic	0	0	0	0	0	0	24	49	52	0	0	0	125
TOTAL	617	10,865	10,916	10,215	8,237	9,559	9,413	9,376	9,723	0	0	0	78,921
MISC. TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	0	0	0	0	1	2	0	2	1	0	0	0	6
Meeting Room Users**	45	65	17	7	9	11	0	12	8	0	0	0	174
Book Group ***	0	0	0	11	12	16	11	4	13	0	0	0	67
Adult Program***	299	204	57	56	33	34	663	70	40	0	0	0	1,456
Non-SRP Child Program	0	0	354	867	178	0	657	571	662	0	0	0	3,289
Non-SRP Teen Program	0	0	37	35	33	0	22	0	0	0	0	0	127
Storytime***	4,657	3,946	3,830	2,563	549	1,532	1,661	1,250	1,428	0	0	0	21,416
SRP Child***	711	458	0	0	0	570	0	0	0	0	0	0	1,739
SRP Teen***	103	49	0	0	0	0	0	0	0	0	0	0	152
Community Outreach	0	0	89	0	0	1,063	0	87	256	0	0	0	1,495
Database Usage	254	88	216	106	635	235	222	473	365	0	0	0	2,594
TOTALS	6,069	4,810	4,600	3,645	1,450	3,463	3,236	2,469	2,773	0	0	0	32,515

* Includes patrons using curbside checkout

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

***Includes online programming

Statistical Report
April 20, 2021

REFERENCE QUESTIONS - FY2021	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	*APR	MAY	JUN	TOTAL
Burrowsville	0	0	0	3	17	9	12	8	18	0	0	0	67
Carson Depot	0	0	11	60	54	58	65	70	68	0	0	0	386
Dinwiddie	0	0	20	51	52	57	96	24	82	0	0	0	382
Disputanta	0	0	0	0	0	0	0	0	21	0	0	0	21
Hopewell	569	1,086	911	983	957	953	988	813	1,584	0	0	0	8,844
McKenney	0	0	0	0	0	0	0	0	67	0	0	0	67
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	0	220	312	497	378	0	514	390	757	0	0	0	3,068
Rohoic	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	569	1,306	1,254	1,594	1,458	1,077	1,675	1,305	2,597	0	0	0	12,835
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	6	6	1	0	0	0	21
Carson Depot Workstation	0	0	11	1	0	2	5	19	12	0	0	0	50
WIFI	0	1	2	3	1	0	11	4	2	0	0	0	24
Dinwiddie Workstation	0	0	6	31	36	64	64	48	64	0	0	0	313
WIFI	7	7	2	3	2	1	10	11	11	0	0	0	54
Disputanta Workstation	0	0	0	0	0	21	0	33	53	0	0	0	107
WIFI	0	0	0	0	0	0	2	6	2	0	0	0	10
Hopewell Workstation	640	813	828	783	703	768	792	747	994	0	0	0	7,068
WIFI	101	139	193	179	205	161	171	148	181	0	0	0	1,478
McKenney Workstation	0	0	2	2	0	7	15	28	28	0	0	0	82
WIFI	0	0	0	0	0	0	5	4	9	0	0	0	18
Prince George Workstation	9	167	236	309	239	307	292	237	354	0	0	0	2,150
WIFI	10	106	110	128	72	61	59	44	49	0	0	0	639
Rohoic Workstation	0	0	0	0	53	13	22	6	8	0	0	0	102
WIFI	0	0	0	0	0	0	2	3	6	0	0	0	11
TOTALS	767	1,238	1,392	1,439	1,312	1,405	1,456	1,344	1,774	0	0	0	12,127

Appomattox Regional Library System

Revenue and Expenses

July 1, 2020 - June 30, 2021

fund#	Revenue 04/01/21	FY2020 Adopted	Prev. Total Receipts	3/31/21	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	\$472,886	\$0	\$472,886	75.0%	\$157,629
103	Dinwiddie	\$298,890	\$224,168	\$0	\$224,168	75.0%	\$74,723
104	Prince George	\$604,127	\$453,095	\$0	\$453,095	75.0%	\$151,032
105	State Funds	\$432,866	\$337,349	\$0	\$337,349	77.9%	\$95,518
106	Fines/Fees/Lost	\$12,000	\$2,989	\$881	\$3,870	32.2%	\$8,130
107	Copying/Fax Receipts	\$21,000	\$11,555	\$1,943	\$13,498	64.3%	\$7,502
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	\$3,300	\$0	\$3,300	66.0%	\$1,700
111	Grants	\$5,000	\$8,526	\$15,000	\$23,526	470.5%	(\$18,526)
112	Other	\$10,000	\$572	\$93	\$666	6.7%	\$9,334
TOTALS		\$2,224,930	\$1,574,768	\$17,918	\$1,592,686	71.6%	\$632,244

Fund#	EXPENSES 04/01/2021	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 03/2021	TOTAL EXPENSES 03/31/21	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$486,000	\$328,287	\$34,912	\$363,199	74.7%	\$122,801
201	Non-MLS Salary & Wages	\$551,000	\$371,084	\$46,178	\$417,262	75.7%	\$133,738
202	Benefits for Staff/Retirees	\$310,000	\$199,953	\$24,778	\$224,731	72.5%	\$85,269
	Total Personnel	\$1,347,000	\$899,324	\$105,868	\$1,005,192	74.6%	\$341,808
Books & Materials							
300	Books	\$96,096	\$59,207	\$10,596	\$69,804	72.6%	\$26,292
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$15,689	\$1,436	\$17,125	57.1%	\$12,875
303	Print News & Periodicals	\$10,000	\$1,518	\$442	\$1,960	19.6%	\$8,040
304	Audiovisual Materials	\$25,000	\$14,149	\$1,469	\$15,618	62.5%	\$9,382
305	Electronic Materials	\$5,000	\$579	\$0	\$579	11.6%	\$4,421
308	Restricted - Donation/Grant	\$8,525	\$107	\$0	\$107	0.0%	\$8,419
310	Econtent	\$25,000	\$22,783	\$0	\$22,783	91.1%	\$2,217
	Total Books & Materials	\$220,621	\$114,032	\$13,943	\$127,975	58.0%	\$92,646
Capital Expenditures							
	Library Non-Computer Equip.,						
400	Furniture & Fixtures	\$50,000	\$14,735	\$6,540	\$21,275	42.5%	\$28,725
401	Computer Hardware	\$60,000	\$51,835	\$2,855	\$54,690	91.2%	\$5,310
	Total Capital Expenditures	\$110,000	\$66,570	\$9,395	\$75,965	69.1%	\$34,035
Contractual							
500	Lyrasis ILL Services	\$3,100	\$0	\$3,085	\$3,085	99.5%	\$15
	Software & Web Based App.						
501	Licensing Contracts	\$35,000	\$30,869	\$210	\$31,080	88.8%	\$3,920
502	Audit	\$20,000	\$10,636	\$0	\$10,636	53.2%	\$9,364
503	Cataloging MARC Records	\$3,000	\$1,732	\$192	\$1,924	64.1%	\$1,076
504	Unique Management	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
505	Computer Support/Service Calls	\$60,000	\$29,900	\$4,266	\$34,166	56.9%	\$25,834

Fund#	EXPENSES 04/01/2021	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 03/2021	TOTAL EXPENSES 03/31/21	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$25,000	\$16,892	\$2,775	\$19,667	78.7%	\$5,333
508	Printing and Publications	\$4,500	\$375	\$0	\$375	8.3%	\$4,125
	Total Contractual	\$155,100	\$90,404	\$10,529	\$100,934	65.1%	\$54,166
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$3,745	\$0	\$3,745	53.5%	\$3,255
601	TLC Maintenance Contract	\$20,600	\$16,366	\$0	\$16,366	79.4%	\$4,234
602	Facilities and Rent	\$76,650	\$50,400	\$6,300	\$56,700	74.0%	\$19,950
603	Supplies	\$25,000	\$9,479	\$992	\$10,471	41.9%	\$14,529
604	Travel / Workshops /Conf. Fees	\$5,000	\$1,479	\$146	\$1,625	32.5%	\$3,375
605	Training / Education	\$3,000	\$646	\$0	\$646	21.5%	\$2,354
606	Utilities	\$3,000	\$1,149	\$307	\$1,456	48.5%	\$1,544
607	Telephone (Voice)	\$13,000	\$7,587	\$1,030	\$8,618	66.3%	\$4,382
608	Insurance	\$12,250	(\$302)	\$0	(\$302)	-2.5%	\$12,552
609	Vehicle Maintenance & Fuel	\$5,000	\$1,873	\$107	\$1,981	39.6%	\$3,019
610	Job & Contracting Advertising	\$1,000	\$468	\$0	\$468	46.8%	\$532
611	Promotional Advertising	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
612	Organization/Association Dues	\$2,000	\$2,620	\$150	\$2,770	138.5%	(\$770)
613	Postage	\$5,500	\$2,168	\$266	\$2,434	44.3%	\$3,066
614	Janitorial	\$73,000	\$41,176	\$99	\$41,275	56.5%	\$31,725
615	Other Building Maintenance	\$15,000	\$4,346	\$559	\$4,905	32.7%	\$10,095
	Total	\$269,000	\$143,201	\$9,957	\$153,158	56.9%	\$115,842
	Facilities/Maint./Operations						
	Programs/Activities/Other						
700	YS Summer Reading Program	\$7,000	\$190	\$0	\$190	2.7%	\$6,810
701	YS Programming & Supplies	\$4,500	\$595	\$268	\$862	19.2%	\$3,638
703	Adult Programming Supplies	\$7,000	\$147	\$1,144	\$1,291	18.4%	\$5,709

Fund#	EXPENSES 04/01/2021	FY20	TOTAL SPENT TO		MONTHLY EXPENSES - 03/2021	TOTAL EXPENSES 03/31/21	PERCENTAGE SPENT	BALANCE
		Projected Expenditures	PREVIOUS MONTH					
705	Reserve	\$7,000	\$0		\$0	\$0	0.0%	\$7,000
709	Misc. Professional Serv. & Other	\$9,700	\$4,403		\$563	\$4,966	51.2%	\$4,734
	Total Programs/Activ./Other	\$35,200	\$5,335		\$1,974	\$7,309	20.8%	\$27,891
	GRAND TOTALS	\$2,136,921	\$1,318,866		\$151,667	\$1,470,533	68.8%	\$666,388

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
3/11/21	200699	21000-100	Federal Taxes Withheld	2,908.31	
			Social Security Taxes		
3/11/21	200699	22000-100	Withheld	2,620.35	
3/11/21	200699	22000-100	SB Social Security	131.30	
3/11/21	200699	22000-100	ARLS Social Security	2,489.05	
3/11/21	200699	23000-100	Medicare Taxes Withheld	612.81	
3/11/21	200699	23000-100	SB Medicare Taxes	30.71	
3/11/21	200699	23000-100	ARLS Medicare	582.10	
			Electronic Federal Tax		
3/11/21	200699	10006-100	Payment		9,374.63
3/25/21	200700	21000-100	Federal Taxes Withheld	3,073.92	
			Social Security Taxes		
3/25/21	200700	22000-100	Withheld	2,694.47	
3/25/21	200700	22000-100	SB Social Security	131.30	
3/25/21	200700	22000-100	ARLS Social Security	2,563.17	
3/25/21	200700	23000-100	Medicare Taxes Withheld	630.13	
3/25/21	200700	23000-100	SB Medicare Taxes	30.71	
3/25/21	200700	23000-100	ARLS Medicare	599.42	
			Electronic Federal Tax		
3/25/21	200700	10006-100	Payment		9,723.12
3/11/21	2013-646	27000-300	EZ Link Withheld	145.85	
3/11/21	2013-646	70460-100	EZ Link Retirement	335.11	
3/11/21	2013-646	10006-100	Treasurer of Virginia		480.96
3/11/21	2013-647	27000-400	EZ Link Voluntary	277.14	
3/11/21	2013-647	10006-100	Treasurer of Virginia		277.14
3/11/21	2013-648	70540-600	SB Life Insurance	61.42	
3/11/21	2013-648	70540-600	SB VRS Retirement	234.67	
3/11/21	2013-648	27000-200	VRS Withheld	2,839.42	
3/11/21	2013-648	70460-100	ARLS VRS Insurance	777.70	
3/11/21	2013-648	70460-100	ARLS VRS Retirement	2,543.55	
3/11/21	2013-648	10006-100	Treasurer of Virginia		6,456.76
3/25/21	2013-651	27000-300	EZ Link Withheld	145.85	
3/25/21	2013-651	70460-100	EZ Link Retirement	335.11	
3/25/21	2013-651	10006-100	Treasurer of Virginia		480.96
3/25/21	2013-652	27000-400	EZ Link Voluntary Withheld	277.14	
3/25/21	2013-652	10006-100	Treasurer of Virginia		277.14
			#8299 60 020 0108397		
3/4/21	2021-20E	84100-420	Telephone - Dinwiddie	58.40	
			#8299 60 020 0108397		
3/4/21	2021-20E	82600-420	Internet - Dinwiddie	282.93	
3/4/21	2021-20E	10006-100	Comcast Communications		341.33
			#8299 60 020 0107829		
3/4/21	2021-21E	84100-460	Telephone - Rohoic	58.40	
			#8299 60 020 0107829		
3/4/21	2021-21E	82600-460	Internet - Rohoic	282.93	
3/4/21	2021-21E	10006-100	Comcast Communications		341.33
			#8299 60 021 0013348		
3/4/21	2021-22E	84100-440	Telephone - McKenney	93.35	

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			#8299 60 021 0013348		
3/4/21	2021-22E	82600-440	Internet - McKenney	307.66	
3/4/21	2021-22E	10006-100	Comcast Communications		401.01
3/4/21	2021-23E	84000-200	Utilities - HQ	10.75	
3/4/21	2021-23E	84000-410	Utilities - Carson	10.75	
3/4/21	2021-23E	84000-480	Utilities - Burrowsville	10.75	
3/4/21	2021-23E	10006-100	Diamond Springs		32.25
3/4/21	2021-24E	84000-410	Utilities - Carson	275.03	
3/4/21	2021-24E	10006-100	Dominion Energy Virginia		275.03
3/4/21	2021-25E	84700-100	Postage	200.00	
3/4/21	2021-25E	10006-100	Purchase Power		200.00
3/4/21	2021-26E	85800-100	Staff Shirts	408.00	
3/4/21	2021-26E	10006-100	Rich's Stitches Inc.		408.00
3/4/21	2021-27E	84100-480	Telephone - Burrowsville	17.47	
3/4/21	2021-27E	10006-100	Verizon		17.47
3/8/21	2021-28E	10007-100	Gross MLS	12,963.46	
3/8/21	2021-28E	10007-100	Gross Non MLS	6,897.87	
3/8/21	2021-28E	10007-100	Gross Hourly	12,635.07	
3/8/21	2021-28E	10007-100	Gross Smart Beginnings	1,663.99	
3/8/21	2021-28E	10006-100	ARLS-Payroll		34,160.39
3/18/21	2021-29E	70470-100	Retirees Health Insurance	402.00	
3/18/21	2021-29E	10006-100	Anthem BlueCross BlueShield		402.00
3/18/21	2021-30E	70550-600	SB Health Insurance	958.00	
3/18/21	2021-30E	70470-100	ARLS Health Insurance	14,370.00	
3/18/21	2021-30E	10006-100	Anthem BlueCross BlueShield		15,328.00
			#8299 60 017 0199525		
3/18/21	2021-31E	82600-200	Internet - HQ	289.90	
3/18/21	2021-31E	10006-100	Comcast Communications		289.90
			#8299 60 017 0205967		
3/18/21	2021-32E	84100-200	Telephone - HQ	477.65	
			#8299 60 017 0205967		
3/18/21	2021-32E	82600-200	Internet - HQ	409.83	
3/18/21	2021-32E	10006-100	Comcast Communications		887.48
			#8299 60 019 0106328		
3/18/21	2021-33E	84100-450	Telephone PG	153.30	
			#8299 60 019 0106328		
3/18/21	2021-33E	82600-450	Internet - PG	318.33	
3/18/21	2021-33E	10006-100	Comcast Communications		471.63
			#8299 60 019 0107136		
3/18/21	2021-34E	84100-430	Telephone - Disputanta	58.40	
			#8299 600190107136 Internet -		
3/18/21	2021-34E	82600-430	Disputanta	277.42	
3/18/21	2021-34E	10006-100	Comcast Communications		335.82
			#8299 60 019 0107169		
3/18/21	2021-35E	82600-410	Internet - Carson	209.32	
3/18/21	2021-35E	10006-100	Comcast Communications		209.32
3/18/21	2021-36E	20200-400	Suntrust 3/24/21	1,179.30	

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3/18/21	2021-36E	10006-100	SunTrust Bank		1,179.30
3/18/21	2021-37E	82070-100	West Proflex Charges	479.53	
3/18/21	2021-37E	10006-100	Thomson Reuters - West		479.53
3/22/21	2021-38E	10007-100	gross MLS	13,806.78	
3/22/21	2021-38E	10007-100	gross non-mls	6,897.87	
3/22/21	2021-38E	10007-100	gross-hourly	12,595.14	
3/22/21	2021-38E	10007-100	gross smart beginnings	1,663.99	
3/22/21	2021-38E	10006-100	ARLS-Payroll		34,963.78
3/2/21	42509	85800-100	Notary Fee - S. Showalter	10.00	
3/2/21	42509	10006-100	Hopewell Circuit Court		10.00
3/4/21	42510	80460-100	Invoice: 1204359	328.08	
3/4/21	42510	80460-100	Invoice: 1204785	22.94	
3/4/21	42510	10006-100	Blackstone Publishing		351.02
3/4/21	42511	80250-100	Invoice: 5016712781	7.96	
3/4/21	42511	80020-100	Invoice: 5016721768	303.60	
3/4/21	42511	80020-100	Invoice: 5016721769	214.68	
3/4/21	42511	80020-100	Invoice: 5016721770	59.34	
3/4/21	42511	10006-100	Baker & Taylor		585.58
3/4/21	42512	80260-100	Invoice: 73780216	45.73	
3/4/21	42512	80260-100	Invoice: 73779227	48.73	
3/4/21	42512	10006-100	Cengage Learning Inc/Gale		94.46
3/4/21	42513	80025-100	Invoice: 61845242	105.79	
3/4/21	42513	80210-100	Invoice: 61846261	14.78	
3/4/21	42513	80025-100	Invoice: 61846265	31.62	
3/4/21	42513	80210-100	Invoice: 61845241	160.55	
3/4/21	42513	80210-100	Invoice: 61843753	10.53	
3/4/21	42513	80025-100	Invoice: 67275677	26.92	
3/4/21	42513	80010-100	Invoice: 67275928	434.37	
3/4/21	42513	80200-100	Invoice: 61846268	7.79	
3/4/21	42513	80230-100	Invoice: 61846803	10.98	
3/4/21	42513	80010-100	Invoice: 61845243	61.47	
3/4/21	42513	80210-100	Invoice: 61847646	60.65	
3/4/21	42513	80035-100	Invoice: 61843982	51.24	
3/4/21	42513	80210-100	Invoice: 61847642	45.86	
3/4/21	42513	80025-100	Invoice: 61847647	48.00	
3/4/21	42513	80230-100	Invoice: 61843987	11.96	
3/4/21	42513	80230-100	Invoice: 61847641	9.90	
3/4/21	42513	80010-100	Invoice: 67275929	17.98	
3/4/21	42513	80025-100	Invoice: 67275678	301.08	
3/4/21	42513	80210-100	Invoice: 61843978	79.62	
3/4/21	42513	80210-100	Invoice: 61848925	9.91	
3/4/21	42513	80025-100	Invoice: 61848927	29.46	
3/4/21	42513	80010-100	Invoice: 61846804	10.77	
3/4/21	42513	80230-100	Invoice: 67275927	10.44	
3/4/21	42513	80200-100	Invoice: 61846806	23.98	
3/4/21	42513	80010-100	Invoice: 61846266	1,502.20	
3/4/21	42513	80025-100	Invoice: 61843980	1,224.97	
3/4/21	42513	80210-100	Invoice: 61845239	10.78	
3/4/21	42513	80210-100	Invoice: 61843986	9.92	

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3/4/21	42513	80025-100	Invoice: 61843979	31.57	
3/4/21	42513	80230-100	Invoice: 61845240	8.27	
3/4/21	42513	80010-100	Invoice: 61849641	29.58	
3/4/21	42513	80010-100	Invoice: 61846267	56.42	
3/4/21	42513	80010-100	Invoice: 61843985	32.31	
3/4/21	42513	80210-100	Invoice: 61847645	47.05	
3/4/21	42513	80015-100	Invoice: 67275878	21.88	
3/4/21	42513	80210-100	Invoice: 61846263	14.78	
3/4/21	42513	80025-100	Invoice: 61847643	17.98	
3/4/21	42513	80230-100	Invoice: 61843754	20.80	
3/4/21	42513	80030-100	Invoice: 61848928	19.42	
3/4/21	42513	80230-100	Invoice: 67276194	7.04	
3/4/21	42513	80025-100	Invoice: 67275676	151.68	
3/4/21	42513	80210-100	Invoice: 61846802	10.51	
3/4/21	42513	80210-100	Invoice: 61848926	47.58	
3/4/21	42513	80210-100	Invoice: 61850089	19.18	
3/4/21	42513	80010-100	Invoice: 61846805	16.17	
3/4/21	42513	80230-100	Invoice: 61850087	51.46	
3/4/21	42513	80230-100	Invoice: 61846264	28.36	
3/4/21	42513	80010-100	Invoice: 61847644	82.08	
3/4/21	42513	80025-100	Invoice: 67274226	21.56	
3/4/21	42513	80210-100	Invoice: 61845238	19.78	
3/4/21	42513	80210-100	Invoice: 61843977	14.78	
3/4/21	42513	80025-100	Invoice: 61843755	9.91	
3/4/21	42513	80010-100	Invoice: 61847648	34.44	
3/4/21	42513	80030-100	Invoice: 67276195	19.42	
3/4/21	42513	80230-100	Invoice: 61846262	7.73	
3/4/21	42513	80010-100	Invoice: 61843983	11.94	
3/4/21	42513	80210-100	Invoice: 61850088	59.96	
3/4/21	42513	80015-100	Invoice: 61843984	42.08	
3/4/21	42513	80030-100	Invoice: 61843981	31.20	
3/4/21	42513	10006-100	Ingram Library Services		5,310.44
3/4/21	42514	80440-100	Invoice: 500027849	199.76	
3/4/21	42514	80405-100	Invoice: 500028010	359.03	
3/4/21	42514	80405-100	Invoice: 500028011	96.06	
3/4/21	42514	80410-100	Invoice: 500028012	28.56	
3/4/21	42514	10006-100	Midwest Tape		683.41
			Background Verifications - S.		
3/4/21	42515	85800-100	Gilley	34.00	
3/4/21	42515	10006-100	Active Screening		34.00
			Cover Design - ARLS		
3/4/21	42516	85200-100	Community Cookbook	200.00	
			Content-Aware Graphic		
3/4/21	42516	10006-100	Design LLC		200.00
3/4/21	42517	83810-100	Travel - 2/12/21 & 2/19/21	103.28	
3/4/21	42517	10006-100	Brian Manning		103.28
3/4/21	42518	82450-100	Monthly Billing for March	2,146.94	
3/4/21	42518	82450-100	Managed Workstations	2,119.47	
3/4/21	42518	10006-100	E-N Computers, Inc.		4,266.41

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3/4/21	42519	81210-100	Financed Computer Equipment	2,855.48	
3/4/21	42519	10006-100	GreatAmerica Financial Svcs.		2,855.48
3/4/21	42520	84900-410	Applied Bags of Rock Salt/Calcium Chloride	280.32	
3/4/21	42520	84900-410	Cleaned up debris from ice storm	165.00	
3/4/21	42520	10006-100	Heaton's Lawn Maintenance, LLC		445.32
3/4/21	42521	81100-200	Spartan 150A Paper Cutter	6,060.00	
3/4/21	42521	10006-100	Intoprint Technologies, Inc.		6,060.00
3/4/21	42522	85820-100	Refund - Return of Two Books	41.50	
3/4/21	42522	10006-100	Kyle Koirtyohann		41.50
3/4/21	42523	84900-450	Monitoring of Alarms - PG	59.00	
3/4/21	42523	84900-200	Monitoring of Alarms - HQ	55.00	
3/4/21	42523	10006-100	Petersburg Alarm Company, Inc.		114.00
3/4/21	42524	80210-100	1 AFSSO Invoice	25.22	
3/4/21	42524	10006-100	Reader Service		25.22
3/4/21	42525	81100-410	Electric Hot Water Heater - Carson	310.00	
3/4/21	42525	10006-100	Charles R. Mason		310.00
3/4/21	42526	20200-200	Sam's 3/8/21	134.84	
3/4/21	42526	10006-100	Sam's Club Direct		134.84
3/4/21	42527	85850-100	Monthly Shredding	65.49	
3/4/21	42527	10006-100	Shred-It USA LLC		65.49
3/4/21	42528	20500-100	From VA Fdn for Health Youth	2,581.00	
3/4/21	42528	10006-100	Smart Beginnings		2,581.00
3/18/21	42529	80460-100	Invoice: 1207310	61.90	
3/18/21	42529	10006-100	Blackstone Publishing		61.90
3/18/21	42530	80020-100	Invoice: 5016746182	100.57	
3/18/21	42530	80020-100	Invoice: 5016746181	284.17	
3/18/21	42530	80020-100	Invoice: 5016768750	1,483.71	
3/18/21	42530	80020-100	Invoice: 5016768749	104.34	
3/18/21	42530	10006-100	Baker & Taylor		1,972.79
3/18/21	42531	80260-100	Invoice: 73902680	74.97	
3/18/21	42531	10006-100	Cengage Learning Inc/Gale		74.97
3/18/21	42532	80010-100	Invoice: 61852938	17.56	
3/18/21	42532	80030-100	Invoice: 61851110	922.96	
3/18/21	42532	80030-100	Invoice: 67279095	230.77	
3/18/21	42532	80010-100	Invoice: 61853087	39.66	
3/18/21	42532	80230-100	Invoice: 61852937	27.96	
3/18/21	42532	80230-100	Invoice: 61851115	9.58	
3/18/21	42532	80200-100	Invoice: 61851113	21.58	
3/18/21	42532	80035-100	Invoice: 61851111	21.54	
3/18/21	42532	80035-100	Invoice: 61852269	54.70	

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3/18/21	42532	80030-100	Invoice: 61852268	15.00	
3/18/21	42532	80015-100	Invoice: 61852270	737.87	
3/18/21	42532	80010-100	Invoice: 61852940	18.30	
3/18/21	42532	80035-100	Invoice: 67279096	30.08	
3/18/21	42532	80015-100	Invoice: 67279269	21.88	
3/18/21	42532	80230-100	Invoice: 61852267	32.96	
3/18/21	42532	80015-100	Invoice: 61852939	21.88	
3/18/21	42532	80015-100	Invoice: 61853086	14.38	
3/18/21	42532	80035-100	Invoice: 61851112	108.45	
3/18/21	42532	80210-100	Invoice: 61851114	9.91	
3/18/21	42532	80230-100	Invoice: 61851108	34.49	
3/18/21	42532	80210-100	Invoice: 61851109	79.67	
3/18/21	42532	80038-100	Invoice: 67280817	30.76	
3/18/21	42532	80230-100	Invoice: 61854746	5.98	
3/18/21	42532	80038-100	Invoice: 61854744	822.43	
3/18/21	42532	80010-100	Invoice: 61854745	58.26	
3/18/21	42532	80025-100	Invoice: 61854743	75.27	
3/18/21	42532	80230-100	Invoice: 61855223	5.98	
3/18/21	42532	80038-100	Invoice: 61855220	31.20	
3/18/21	42532	80010-100	Invoice: 61855221	97.12	
3/18/21	42532	80015-100	Invoice: 61855222	20.50	
3/18/21	42532	80030-100	Invoice: 61855219	9.58	
3/18/21	42532	80210-100	Invoice: 61855218	64.94	
3/18/21	42532	80010-100	Invoice: 61856328	69.22	
3/18/21	42532	80200-100	Invoice: 61856329	23.38	
3/18/21	42532	80230-100	Invoice: 61856326	9.90	
3/18/21	42532	80210-100	Invoice: 61856327	32.70	
3/18/21	42532	10006-100	Ingram Library Services		3,828.40
3/18/21	42533	80410-100	Invoice: 500067365	150.80	
3/18/21	42533	80440-100	Invoice: 500076491	123.24	
3/18/21	42533	80405-100	Invoice: 500076492	94.74	
3/18/21	42533	10006-100	Midwest Tape		368.78
3/18/21	42534	83500-420	Rent - Dinwiddie Library	300.00	
3/18/21	42534	83500-460	Rent - Rohoic Library	300.00	
3/18/21	42534	83500-440	Rent - McKenney Library	300.00	
3/18/21	42534	10006-100	County of Dinwiddie		900.00
3/18/21	42535	83500-450	Rent - PG Library	1,200.00	
3/18/21	42535	83500-430	Rent - Disputanta Library	150.00	
3/18/21	42535	83500-480	Rent - Burrowsville Library	300.00	
3/18/21	42535	10006-100	County of Prince George		1,650.00
3/18/21	42536	83700-100	Tape and Barcode Labels	456.11	
3/18/21	42536	10006-100	DEMCO, Inc.		456.11
3/18/21	42537	83810-450	Travel - PG 2/11/21 and 2/25/21	33.23	
3/18/21	42537	83810-450	Travel - PG 1/27/21	9.49	
3/18/21	42537	10006-100	Ginger Mauler		42.72
3/18/21	42538	85200-100	60 Stamps to Mail Recipes Requests	33.00	

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			Snacks for February Blood		
3/18/21	42538	85200-100	Drive	14.34	
3/18/21	42538	83700-100	Keyboard	67.84	
3/18/21	42538	10006-100	Catherine Field		115.18
3/18/21	42539	84300-100	Inv #5438 Fuel - All Vehicles	107.34	
3/18/21	42539	83500-200	Rent - Hopewell Library	3,750.00	
3/18/21	42539	10006-100	Hopewell City Treasurer		3,857.34
3/18/21	42540	82210-100	Monthly ILL Subscription	192.43	
3/18/21	42540	10006-100	OCLC, Inc.		192.43
3/18/21	42541	82600-200	Mobile Internet	177.84	
3/18/21	42541	10006-100	T-Mobile		177.84
			Copy of Dinwiddie County VA		
3/18/21	42542	80020-100	Heritage 1752-2006	55.00	
3/18/21	42542	10006-100	Sandra Williamson		55.00
3/18/21	42543	84100-410	Telephone - Carson	113.19	
3/18/21	42543	10006-100	Granite Telecommunications		113.19
	Total			155,932.38	155,932.38

Community Involvement
March 2021

3/15	Hopewell Downtown Partnership Board Meeting (Zoom)
3/24	Dinwiddie Chamber of Commerce (Zoom)
	Hopewell Downtown Partnership Economic Vitality Committee (Zoom)
4/8	Virginia Public Library Directors Association annual meeting (Zoom)



CONFIDENTIAL

REVIEW YEAR . 2020-21

Annual Review of Accomplishments and Goals

NAME

POSITION

SUPERVISOR/
BOARD

TIME IN POSITION

ACCOMPLISHMENTS

Include progress on goals, continuing education, other achievements & activities, and lessons learned.

GOALS NOT COMPLETED

Describe activities to achieve goals as well as lessons learned.

FUTURE GOALS

Include performance goals, how they will be achieved, and continuing education.

OTHER COMMENTS

SIGNATURES

Employee/Date

Supervisor -
Board
Chair/Date