

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

June 15, 2010

Hopewell Headquarters Library

209 E. Cawson Street  
Hopewell, VA 23860

6:00 p.m.

**APPOMATTOX REGIONAL LIBRARY SYSTEM**  
**Board of Trustees**  
**Agenda**

June 15, 2010

6:00 p.m.

Call to Order.

Approval of Agenda.

Consent Agenda:      Approval of Minutes – May 18, 2010 - Regular Meeting  
                                 Statistical Report  
                                 Financial Report

Bills for Approval.

Communications.

Citizen Comments.

Report of the Library Director:

- R1.** Staff update
  - a. Job advertisement out for FTE Librarian
- R2.** State and Local Budget Report
- R3.** New Prince George Library update
  - a. Ground Breaking
  - b. Project status
- R4.** VRS
  - a. Creditable Compensation
  - b. Temporary Separation Package Program
- R5.** Local History Room update
- R6.** Endowed Fund Update
- R7.** 2010 Audit Services Mitchell Wiggins
- R8.** 2011 Financial Plan
- R9.** Organizational Chart

Committee Reports:

- CR1.** Officers nominating committee report

New Business.

- N1.** Election of 2011-2012 Officers
- N2.** Consideration of 2010 Organizational Chart

Unfinished Business.

Adjournment.

**DIRECTOR'S EXTRACURRICULAR ACTIVITIES**  
**May 13, 2010 through June 11, 2010**

May 13	Furnishing meeting with Liberty Furniture for PG library
May 17	Dinwiddie Jobs Fair at the East Side Enhancement Center
May 19	HCIP committee meeting
May 21	Prince George Library Ground Breaking Ceremony
May 24	Southside Community Partners Advisory Council Meeting
May 25	Furnishing meeting with Liberty Furniture for PG library
May 26	Staff Appreciation Dinner Rivers Bend Bistro
June 1	READ Center and Literacy group committee meeting
June 3	Human Resources Training City of Hopewell
June 7	Hopewell Community Industrial Panel meeting
June 8	Smart Beginnings Joint Advisory Council meeting
June 10	Phoenix Project literacy project meeting
June 11	CALD meeting Pamunkey Regional Library

**Appomattox Regional Library System  
Minutes of the Board of Trustees Meeting  
May 18, 2010**

**Trustees Present:** Mrs. Bailey, Mr. Crittendon, Mrs. Hale, Dr. Shepperson, Mrs. Tuggle, Ms. Vartanian, Mrs. Yates

**Trustees Absent:** Mrs. Atkins, Mrs. Wells

**Staff Present:** Mr. Firestine, Ms. Lawrence, Ms. McPherson

**Approval of Agenda:** A motion was made to approve the agenda by Ms. Vartanian and seconded by Mr. Crittendon.

**Minutes:** Corrections were made to the minutes and they were approved as corrected.

**Consent Agenda:** The consent agenda was adopted after a motion made by Mr. Crittendon and seconded by Ms. Vartanian.

**Bills for Approval:** Upon a motion made by Mr. Crittendon and seconded by Ms. Vartanian Operating Checks #200389-200391 and 32638-32757 in the amount of \$289,115.35 were approved by the Library Board of Trustees at their regular meeting held on May 18, 2010.

After reviewing the check register, upon a motion made by Mrs. Tuggle and seconded by Mrs. Yates SCP Checks #1172-1189 in the amount of \$5,722.36 were approved by the Library Board of Trustees at their regular meeting held on May 18, 2010.

**Communications:**

The Cameron Foundation approved the letter of intent in regard to grant funds going toward Southside Community Partners.

Mr. Firestine received a letter from Kaylee Langford who expressed her enjoyment of the caboose tour she went on with Conductor Linwood, an ARLS volunteer.

Mr. Firestine received notice that there will be a \$60 million reduction to constitutional officers. Therefore, the localities will need to decide how to pay back funds to the state.

**Citizen Comments:** None

**Report of the Library Director:**

**R1. Staff update**

- a. New Library Assistant I, Jessica Powers started Monday, May 17.
- b. Advertised for a Reference Librarian to work out of the Hopewell branch to address the changes caused by the Southside Community Partners.
- c. A motion was made by Ms. Hale and seconded by Mrs. Yates, and was

unanimously passed to convene the Library Board of Trustees into Executive Session to discuss a personnel matter in accordance with the Virginia Freedom of Information Act. After the discussion, a motion was made by Mrs. Tuggle, and seconded by Mrs. Yates to return the Board to open session. The motion was unanimously passed. Each individual present was asked, "Were only matters discussed in the Executive Session public business matters, lawfully exempted from open meeting requirements identified in the motion to convene into executive session"? Each Trustee answered "Yes."

**R2. State and Local Budget Report**

- a. The library will receive a 5% cut from Hopewell and Prince George and about 13% cut from the State of VA. Total estimate of all cuts is \$81,000 going into next year.

**R3. New Prince George Library update**

- a. Project is on schedule and the DOD grant has been met.
- b. Status is nearly 10% complete. Concrete slab being poured.

**R4. Staff Appreciation Dinner**

- a. Reminder that the dinner will be held at Rivers Bend Grill and Bar restaurant on Wednesday, May 26, 2010 at 6 p.m.

**R5. Director's Evaluation**

- a. The Board personnel committee will meet to discuss Director's evaluation. His evaluation will be performed sometime in June by the personnel committee chair.

Committee Reports:

**CR2. Public Service Policy committee report**

- a. Discussed the policy and focused on the addition of the portable computers being available for check out to patrons.

**CR3. Officers nominating committee report**

- a. The nominating committee comprises of Mrs. Hale, Chair, Ms. Vartanian, and Mrs. Tuggle. The committee has not met to discuss the 2011-2012 election of Board officers.

**New Business**

**N3. Election of 2011-2012 Officers**

- a. Item is tabled, due to no slate of officers.

**Unfinished Business**

**U1. Consideration of Public Service Policy Update**

- a. Upon a motion by Mrs. Tuggle and seconded by Mrs. Yates, the Board accepted the Public Service Policy Update.

**Adjournment:** A motion was made by Mrs. Tuggle and seconded by Mrs. Yates to adjourn. The motion was approved by all and the meeting adjourned at 7:40 p.m.

**Next Meeting:** June 15, 2010, 6:00 p.m. at the ARLS Headquarters.

**Respectfully submitted,**

*Patricia C. Hale*

**Patricia C. Hale**

MONTHLY CIRCULATION		May-10	
LOCATION	Chkouts/Ren	Holds filled	Holds Add/del
<b>Bookmobile</b>	347	0	6
<b>Burrowsville Branch</b>	387	49	13
<b>Carson Depot Branch</b>	1492	143	122
<b>Dinwiddie Branch</b>	1663	317	243
<b>Disputanta Branch</b>	520	47	43
<b>Hopewell Headquarters</b>	18501	1,780	1,511
<b>McKenney Branch</b>	1137	165	164
<b>Rohoic Branch</b>	1215	72	25
<b>Uncat-Browsing</b>	181	0	0
<b>Total</b>	25443	2,573	2127

NEW PATRON CARDS													TOTAL	
2009-2010														
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
Hopewell	333	305	330	375	320	180	259	231	277	222	202			
Bookmobile	17	14	40	13	7	1	7	9	22	11	3			
Burrowsville	1	1	2	2		1	3	3	2					
Carson	8	3	9	7	7	8	14	10	21	22	16			
Dinwiddie	22	25	12	27	11	16	10	13	23	52	37			
Disputanta	16	12	3	8	3	6	6	3	4	12	7			
McKenney	8	10		9	2	4	1	4	3	7	5			
Rohoic	30	26	31	17	14	9	18	15	21	63	29			
Fort Lee	19	25	25	28	10	6	6	9	15	18	6			
<b>TOTAL</b>	454	421	452	486	374	231	324	297	388	407	305	0		0
Deleted	8	3												

Summary of Statistics	Apr-10	May-06	May-07	May-08	May-09	May-10	Yearly
May-10							Change%
<b>CIRCULATION</b>							
Headquarters	18639	13455	17661	16661	16018	18501	13.4%
Bookmobile-Fort Lee	75	30	150	135	276	120	-130.0%
Bookmobile-Other	364	659	1037	583	513	227	-126.0%
Carson	1533	1718	1102	987	1249	1492	16.3%
Disputanta	466	403	666	510	545	520	-4.8%
Burrowsville	363	1117	233	399	305	387	21.2%
Dinwiddie	1613	1619	1622	1388	1307	1663	21.4%
McKenney	971	1301	953	962	1026	1137	9.8%
Rohoic	1126	1339	1250	1135	905	1215	25.5%
Browsing Collection System	217	0	0	949	434	181	-139.8%
<b>TOTALS</b>	<b>25367</b>	<b>21641</b>	<b>24674</b>	<b>23709</b>	<b>22578</b>	<b>25443</b>	<b>11.3%</b>
<b>COMPUTER USAGE</b>							
Headquarters	8474	3870	3987	8934	9108	7953	-14.5%
Bookmobile	0	0	0	0	0	0	
Carson	183	146	140	115	182	195	6.7%
Disputanta	279	94	64	116	106	90	-17.8%
Burrowsville/PG	86	107	57	79	127	134	5.2%
Dinwiddie	321	223	298	211	265	266	0.4%
McKenney	107	121	137	134	112	107	-4.7%
Rohoic	292	200	372	225	197	292	32.5%
<b>TOTALS</b>	<b>9742</b>	<b>4761</b>	<b>5055</b>	<b>9814</b>	<b>10097</b>	<b>9037</b>	<b>-11.7%</b>
Patrons Viewing online Gale & Ebsco Articles	10	182	607	0	26	N/A	0.0%
Persons attending Adult Programs	167	103	59	640	59	197	70.1%
Persons attending Children/SRP Programs	376	574	459	147	230	163	-41.1%
<b>ITEM COUNTS</b>							
Monthly Change POS/NEG							
Number of Volumes (Items) in Collection	167520	170581	160275	158958	166978	168809	

<b>GOOGLE ANALYTICS FOR WWW.ARLS.ORG</b>				
<b>Month</b>	<b>Pageviews</b>	<b>Visitors</b>	<b>Uniq. Visits</b>	<b>Time on Site</b>
Feb-09	10770	3191	3377	00:01:42
Mar-09	18779	5736	5739	00:01:40
Apr-09	19666	6196	6200	00:01:43
May-09	19596	7530	7535	00:01:19
Jun-09	23377	9014	8999	00:01:16
Jul-09	25736	9282	9282	00:01:28
Aug-09	25826	8581	8546	00:01:34
Sep-09	21909	7159	6999	00:01:38
Oct-09	19121	7574	7500	00:01:25
Nov-09	14372	6347	6311	00:01:18
Dec-09	14037	6125	6099	00:01:20
Jan-10	15033	6713	6691	00:01:13
Feb-10	10407	6297	6297	0:01:26
Mar-10	21150	7133	7133	0:02:17
Apr-10	22208	6959	6959	0:02:02
May-10	21680	7219	7219	0:01:58
<b>Pageviews</b> = pages viewed while browsers inside site				
<b>Visitors</b> = amount of people visiting the site				
<b>Unique Visitors</b> = unique visitors				
<b>Avg Time on Site</b> = avg. time spent on site				

Items in Collections	2010					
	Jan	Feb	Mar	Apr	May	June
B. mobile	4033	4100	4068	4103	4177	
Bville Br.	10777	10838	10863	10916	10962	
Car. Br.	11022	10953	10870	10749	10810	
Car. Cab.	211	211	212	212	212	
Din. Br.	12945	12928	12971	13020	13106	
Din H. Soc	150	150	150	150	150	
Disp.	9655	9478	9504	9473	9566	
Hope.	92267	91933	89901	89163	89060	
Mck. Br.	10150	10256	10314	10390	10467	
Prince George Br	556	1305	4098	5429	6268	
Roh. Br.	13578	13698	13804	13915	14031	
<b>Total</b>	165344	165850	166755	167520	168809	0

Tech Services Rep	New Titles	New Items	Titles	Items	Mags	Gifts	On	Inter Lib	Holdings	Holdings
Month/Year	Rec	Rec	Cat	Cat	Proc.	Cat/Pro	Order	Loan	PAC	New
Jan-10	635	992	627	997	416	42	214	47	17	178
Feb-10	525	788	503	877	462	20	611	42	47	167
Mar-10	710	1140	873	1384	478	15	673	60	36	192
Apr-10	894	1615	784	1398	419	10	522	48	20	231
May-10	946	1386	721	1123	445	35	564	58	41	145
<b>TOTAL</b>	3710	5921	3508	5779	2220	122	2584	255	161	913

<b>REFERENCE QUESTIONS</b>	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	<b>TOTAL</b>
<b>2009-2010</b>													
Headquarters	337	554	668	553	581	642	731	637	815	696	599	0	6813
Bookmobile	0	0	0	0	0	0	0	0	0	0	0	0	0
Burrowsville	0	0	0	0	0	1	4	4	5	4	0	0	18
Carson	142	99	97	91	73	93	134	101	143	133	117	0	1223
Dinwiddie	85	85	78	115	108	67	95	79	89	107	110	0	1018
Disputanta	0	0	0	0	0	0	34	33	51	42	30	0	190
McKenney	116	147	155	159	147	162	130	102	145	125	153	0	1541
Rohoic	0	45	0	0	0	0	60	51	60	55	20	0	291
<b>TOTALS</b>	680	930	998	918	909	965	1188	1007	1308	1162	1029	0	11094
<b>ELECTRONIC RESOURCES</b>	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	<b>TOTAL</b>
Computer Use-BOAT HQ	929	966	512	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2407
Computer Use-Express HQ	3883	4274	3500	3940	3343	3940	3570	858	3422	2846	2764	0	36340
Computer Use-Ref Desk Lab HQ	3657	3877	3578	3604	2977	3604	3102	866	3476	3215	3054	0	35010
Computer Use-JRC Com center HQ	2683	2955	2766	2277	2157	682	2308	563	2565	2413	2135	0	23504
Computer Use-Bville Library	87	112	163	163	111	140	124	127	131	86	134	0	1378
Computer Use-Carson	212	161	213	225	195	213	238	184	233	183	195	0	2252
Computer Use-Dinwiddie Library	468	330	366	421	385	333	362	297	430	321	266	0	3979
Computer Use- Disputanta Library	121	165	96	99	86	77	108	71	111	279	90	0	1303
Computer Use-McKenney Library	167	228	114	136	101	107	156	93	148	107	80	0	1437
Computer Use-Rohoic Library	227	476	397	310	160	211	219	201	320	292	255	0	3068
Total Number of PAC Searches	28775	28104	22596	18533	16376	13193	10053	10261	1050	9070	9781	0	167792
<b>TOTALS</b>	41209	41648	34301	29708	25891	22500	20240	13521	11886	18812	18754	0	278470

<b>PATRON VISITS 2009-2010</b>	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Hopewell HQ	23591	20523	20808	15039	17962	17474	16512	14991	19158	17528	16202	0	199788
Bookmobile	179	204	315	386	298	198	207	169	178	126	117	0	2377
Burrowsville Branch	207	211	305	255	202	215	236	221	269	210	0	0	2331
Carson Branch	910	786	662	604	456	588	611	520	748	671	798	0	7354
Dinwiddie Branch	1127	1085	936	1116	944	909	952	693	970	704	814	0	10250
Disputanta Branch	393	340	337	271	259	278	304	242	354	279	321	0	3378
McKenney Branch	586	700	435	413	384	328	276	248	373	293	331	0	4367
Rohoic Branch	944	1815	1061	851	522	605	690	621	918	806	720	0	9553
<b>TOTAL</b>	27937	25664	24859	17652	15375	20595	19788	17705	22968	20617	19303	0	232463
<b>MISCELLANEOUS TRAN.</b>	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
New Registered Borrowers	454	421	452	486	374	231	324	297	377	407	3050	0	6873
Deleted Regis. Borrowers	8	3	0	0	0	0	0	0	0	0	0	0	11
Interlibrary Loan	0	0	56	61	52	32	47	42	60	48	58	0	255
# Meeting room users	472	409	540	520	480	396	475	936	573	682	597	0	6080
# of Meetings	58	48	65	68	60	51	56	117	94	110	101	0	828
Book Grp att by Cnty Librian	46	14	16	22	16	0	18	15	39	30	28	0	244
Attndnce comp cls Cty	0	0	0	0	0	0	4	6	5	10	0	0	25
Attn other adult prog cty	0	0	0	135	55	0	59	5	8	15	25	0	302
Book Grp atby Sen Lib	6	5	16	22	16	0	5	44	47	30	28	0	219
Attd comp classes HQ	33	55	24	90	90	47	4	6	9	10	0	0	368
Attndnce oth adult HQ	375	225	0	7	0	0	0	218	280	137	197	0	1439
Attend Non-SRP Chld Pgms	126	23	0	492	222	617	474	206	429	376	163	0	3128
Atnd Non-SRP YA Prgms	0	0	0	0	0	0	0	0	0	0	0	0	0
Att Family SRP Progs-all	770	715	0	0	0	0	0	0	0	0	0	0	1485
Attend SRP Chld Pgrms	1032	58	0	0	0	0	0	0	0	0	0	0	1090
Attend SRP Teen Pgrms	88	0	0	0	0	0	0	0	0	0	0	0	88
Microfilm Usage	9	12	18	9	7	14	14	12	13	16	12	0	136
<b>TOTALS</b>	3477	1988	1187	1912	1372	1388	1480	1904	1934	1871	4259	0	22571

**ARLS REVENUES AND EXPENSES:**

<b>REVENUES 5-31-2010</b>	<b>Projected Revenue</b>	<b>Prev. Total Receipts</b>	<b>Monthly Receipts</b>	<b>Total Receipts</b>	<b>Percent Received</b>	<b>Balance Due</b>
Carry Over from 2008-09	\$26,473	\$0	\$0	\$0	0.00%	0
Reserve	\$91,624	\$0	\$0	\$0	0.00%	0
Hopewell	\$551,657	\$551,657	\$0	\$551,657	100.00%	0
Dinwiddie	\$251,844	\$251,844	\$0	\$251,844	100.00%	0
Prince George	\$395,754	\$395,754	\$0	\$395,754	100.00%	0
State Funds	\$368,052	\$349,799	\$0	\$349,799	95.04%	18,253
Interest	\$350	\$186	\$0	\$186	53.14%	164
Fines/Fees/Lost	\$27,649	\$22,943	\$2,236	\$25,179	91.07%	2,470
Copying Receipts	\$13,378	\$11,019	\$1,082	\$12,101	90.45%	1,277
Endowment Funds	\$0	\$0	\$0	\$0		0
Gates HDW Grant Fund	\$11,450	\$11,700	\$0	\$11,700	102.18%	(250)
E-Rate Refunds	\$32,000	\$32,399	\$0	\$32,399	101.25%	(399)
Gifts	\$5,000	\$2,438	\$590	\$3,028	60.56%	1,972
Funds Non-Profit Res Prog	\$181,442	\$68	\$0	\$68	0.04%	181,374
Other	\$17,388	\$27,559	\$1,408	\$28,967	166.59%	(11,579)
<b>TOTALS</b>	<b>\$1,974,061</b>	<b>\$1,657,366</b>	<b>\$5,316</b>	<b>\$1,662,682</b>	<b>84.23%</b>	<b>193,282</b>

<b>EXPENSES 5-31-2010</b>	<b>Budget</b>	<b>PREV MONTH</b>	<b>MONTHLY EXPENSES</b>	<b>TOTAL SPENT</b>	<b>% SPENT</b>	<b>BALANCE</b>
M.L.S. Salaries and Wages	\$382,526	\$247,385	\$23,115	\$270,500	70.71%	112,026
Non M.L.S. Salaries and Wages	\$447,531	\$410,185	\$39,031	\$449,216	100.38%	(1,685)
South Com Part Wages/Bene	\$143,825	\$87,487	\$8,079	\$95,566	66.45%	48,259
Benefits for Staff and Retirees	\$280,506	\$224,748	\$21,919	\$246,667	87.94%	33,839
<b>Total Personnel</b>	<b>\$1,254,388</b>	<b>\$969,805</b>	<b>\$92,144</b>	<b>\$1,061,949</b>	<b>84.66%</b>	<b>192,439</b>
Books	\$100,000	\$73,837	\$13,161	\$86,998	87.00%	13,002
Standing Order Books	\$25,000	\$29,903	\$2,033	\$31,936	127.74%	(6,936)
Print Newspapers Periodicals	\$16,500	\$2,245	\$12,031	\$14,276	86.52%	2,224
Audiovisual Materials	\$25,000	\$38,586	\$3,475	\$42,061	168.24%	(17,061)
Electronic Materials	\$6,000	\$4,239	\$0	\$4,239	70.65%	1,761
Microforms	\$500	\$5,700	\$0	\$5,700	1140.00%	(5,200)
Binding	\$500	\$0	\$0	\$0	0.00%	500
Materials for Non-Profit Center	\$6,500	\$2,230	\$407	\$2,637	40.57%	3,863
Cameron Gr Family Resource Bks	\$2,001	\$1,060	\$293	\$1,353	67.62%	648
<b>Total Books &amp; Materials</b>	<b>\$182,001</b>	<b>\$157,800</b>	<b>\$31,400</b>	<b>\$189,200</b>	<b>103.96%</b>	<b>(7,199)</b>
Library Non-Computer Equipment	\$5,000	\$4,962	\$827	\$5,789	115.78%	(789)
Gates Hardware Grant	\$2,000	\$0	\$7,140	\$7,140	357.00%	(5,140)
Gates Hardware Grant match	\$2,000	\$0	\$0	\$0	0.00%	2,000
Computer Hardware	\$5,000	\$1,142	\$9,109	\$10,251	205.02%	(5,251)
<b>Total Capital Expenditures</b>	<b>\$14,000</b>	<b>\$6,104</b>	<b>\$17,076</b>	<b>\$23,180</b>	<b>165.57%</b>	<b>(9,180)</b>

Lyrasis I.L.L. Services	\$5,000	\$1,371	\$0	\$1,371	27.42%	3,629
Software Licensing Contracts	\$4,500	\$2,402	\$0	\$2,402	53.38%	2,098
Audit	\$11,000	\$11,500	\$0	\$11,500	104.55%	(500)
SAMs Computer Syst Mntnce Cntrct	\$6,781	\$2,525	\$0	\$2,525	37.24%	4,256
Cataloging MARC Records	\$3,995	\$0	\$0	\$0	0.00%	3,995
Unique Management	\$9,553	\$5,423	\$537	\$5,960	62.39%	3,593
Computer Support Service Calls	\$3,000	\$0	\$0	\$0	0.00%	3,000
Other Computer Sftwre Services	\$2,500	\$0	\$0	\$0	0.00%	2,500
Telecomm Internet Line Charges	\$36,157	\$25,064	\$2,428	\$27,492	76.04%	8,665
Security Guard Service	\$28,828	\$18,668	\$943	\$19,611	68.03%	9,217
<b>Total Contractual</b>	<b>\$111,314</b>	<b>\$66,953</b>	<b>\$3,908</b>	<b>\$70,861</b>	<b>63.66%</b>	<b>40,453</b>
Equipment Repair and Maintenance	\$2,700	\$662	\$300	\$962	35.64%	1,738
TLC Maintenance Contract	\$22,188	\$0	\$0	\$0	0.00%	22,188
Facilities and Storage Rent	\$62,250	\$48,000	\$4,800	\$52,800	84.82%	9,450
Supplies	\$30,624	\$21,126	\$5,870	\$26,996	88.15%	3,628
Travel and Wrksop, Conference Fees	\$8,505	\$6,499	\$220	\$6,719	79.00%	1,786
Training-Education	\$6,000	\$3,286	\$0	\$3,286	54.77%	2,714
Utilities	\$6,100	\$4,414	\$174	\$4,588	75.21%	1,512
Telephone (Voice)	\$28,632	\$22,798	\$2,245	\$25,043	87.47%	3,589
Insurance	\$12,837	\$665	\$0	\$665	5.18%	12,172
Vehicle Maintenance and Fuel	\$14,000	\$10,736	\$852	\$11,588	82.77%	2,412
Job and Contract Advertising	\$3,500	\$1,743	\$364	\$2,107	60.20%	1,393
Promotional Advertising	\$3,800	\$884	\$0	\$884	23.26%	2,916
Org/Association Dues	\$6,800	\$3,880	\$0	\$3,880	57.06%	2,920
Postage	\$5,800	\$4,708	\$0	\$4,708	81.17%	1,092
Janitorial	\$54,390	\$42,714	\$47	\$42,761	78.62%	11,629
Other Building Maintenance	\$6,000	\$8,705	\$1,100	\$9,805	163.42%	(3,805)
Summer Reading Program Supplies	\$8,950	\$3,274	\$0	\$3,274	36.58%	5,676
YS Programming Supplies	\$1,500	\$561	\$83	\$644	42.93%	856
Adult Programming Supplies	\$2,750	\$1,595	\$1,716	\$3,311	120.40%	(561)
Endowment	\$1,000	\$512	\$0	\$512	51.20%	488
Funds for Local History Collection	\$8,500	\$4,766	\$0	\$4,766	56.07%	3,734
Locality State Reduction	\$3,300	\$3,637	\$0	\$3,637	110.21%	(337)
Misc. Professional Serv. And Other	\$13,108	\$7,470	\$1,764	\$9,234	70.45%	3,874
<b>Total Other</b>	<b>\$313,234</b>	<b>\$202,635</b>	<b>\$19,535</b>	<b>\$222,170</b>	<b>70.93%</b>	<b>91,064</b>
<b>Grand Total</b>	<b>\$1,874,937</b>	<b>\$1,403,297</b>	<b>\$164,063</b>	<b>\$1,567,360</b>	<b>83.60%</b>	<b>307,577</b>

**SOUTHSIDE COMMUNITY PARTNERS REVENUES AND EXPENSES:**

<b>REVENUES 2009-10 5/31/2010</b>	<b>Projected Revenue</b>	<b>Prev. Total Receipts</b>	<b>Monthly Receipts</b>	<b>Total Receipts</b>	<b>Percent Received</b>	<b>Balance Due</b>
Carry Over from 2008-09	\$6,398	\$0	\$0	\$0	0.00%	\$0.00
Cameron Foundation	\$285,483	\$395,673	\$0	\$395,673	138.60%	(\$110,190.00)
John Randolph Foundation	\$24,000	\$44,000	\$0	\$44,000	183.33%	(\$20,000.00)
Leadership & Learning Southside VA Non-Profit RC	\$5,000	\$6,741	\$755	\$7,496	149.92%	(\$2,496.00)
Connect Southside	\$0	\$28	\$0	\$28	0.00%	(\$28.00)
Interest	\$0	\$2,350	\$0	\$2,350	0.00%	(\$2,350.00)
Miscellaneous	\$200	\$122	\$0	\$122	0.00%	\$78.00
	\$200	\$0	\$897	\$0	0.00%	\$200.00
<b>TOTALS</b>	<b>\$321,281</b>	<b>\$448,914</b>	<b>\$1,652</b>	<b>\$449,669</b>	<b>139.96%</b>	<b>(\$134,786.00)</b>

<b>EXPENSES 2009 5/31/2010</b>	<b>Budget</b>	<b>PREV MONTH</b>	<b>MONTHLY EXPENSES</b>	<b>TOTAL SPENT</b>	<b>% SPENT</b>	<b>BALANCE</b>
FTE	\$88,782	\$27,789	\$0	\$27,789	31.30%	\$60,993
PTE	\$16,965	\$15,948	\$0	\$15,948	94.01%	\$1,017
Benefits/Taxes for Staff	\$35,664	\$0	\$0	\$0	0.00%	\$35,664
<b>Total Personnel</b>	<b>\$141,411</b>	<b>\$43,737</b>	<b>\$0</b>	<b>\$43,737</b>	<b>30.93%</b>	<b>\$97,674</b>
Books	\$6,500	\$0	\$0	\$0	0.00%	\$6,500
Electronic Materials	\$995	\$1,990	\$0	\$1,990	200.00%	-\$995
<b>Total Books &amp; Materials</b>	<b>\$7,495</b>	<b>\$1,990</b>	<b>\$0</b>	<b>\$1,990</b>	<b>26.55%</b>	<b>\$5,505</b>
Computer Hardware	\$2,418	\$1,322	\$0	\$1,322	54.67%	\$1,096
Website Enhancements	\$13,500	\$13,953	\$0	\$13,953	103.36%	-\$453
<b>Total Capital Expenditures</b>	<b>\$15,918</b>	<b>\$15,275</b>	<b>\$0</b>	<b>\$15,275</b>	<b>95.96%</b>	<b>\$643</b>
Telecomm Internet Line Charges	\$2,040	\$0	\$0	\$0	0.00%	\$2,040
<b>Total Contractual</b>	<b>\$2,040</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$2,040</b>
Fiscal Agent/Utilities/Office space	\$17,500	\$0	\$0	\$0	0.00%	\$17,500
Connect Network License	\$35,000	\$37,342	\$47	\$37,389	106.83%	-\$2,389
Marketing	\$15,500	\$16,698	\$0	\$16,698	107.73%	-\$1,198
Conf Pro Dev	\$7,500	\$2,561	\$1,261	\$3,822	50.96%	\$3,678
Instructor / Training	\$13,850	\$22,751	\$1,500	\$24,251	175.10%	-\$10,401
SVNRC Contract	\$43,332	\$32,038	\$0	\$32,038	73.94%	\$11,294
Telephone (Voice)	\$2,272	\$649	\$64	\$713	31.38%	\$1,559
Supplies	\$1,650	\$4,527	\$0	\$4,527	274.36%	-\$2,877
Postage	\$2,413	\$1,155	\$0	\$1,155	47.87%	\$1,258
Promotional Advertising	\$3,500	\$1,875	\$825	\$2,700	77.14%	\$800
Misc. Professional Serv. And Other	\$6,500	\$6,815	\$12	\$6,827	105.03%	-\$327
<b>Total Other</b>	<b>\$149,017</b>	<b>\$126,411</b>	<b>\$3,709</b>	<b>\$130,120</b>	<b>87.32%</b>	<b>\$18,897</b>
<b>Grand Total</b>	<b>\$315,881</b>	<b>\$24,266</b>	<b>\$3,709</b>	<b>\$191,122</b>	<b>60.50%</b>	<b>\$124,759</b>

**APPOMATTOX REGIONAL LIBRARY  
CHECK REGISTER  
May 1, 2010 to May 31, 2010**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>
5/6/10	200392	Electronic Federal Tax Payment	8,075.17
5/20/10	200393	Electronic Federal Tax Payment	8,026.63
5/4/10	32758	ARLS-Payroll	29,823.25
5/14/10	32759	Ameropean Corporation (S)	1,398.00
5/14/10	32760	Anthem BlueCross BlueShield	362.00
5/14/10	32761	Anthem BlueCross BlueShield	507.00
5/14/10	32762	Anthem BlueCross BlueShield	9,126.00
5/14/10	32763	AT & T Mobility	343.97
5/14/10	32764	AT & T	158.44
5/14/10	32765	Baker & Taylor Books, Inc.	2,277.03
5/14/10	32766	Baker & Taylor Books, Inc.	1,330.79
5/14/10	32767	Bernan Associates	300.00
5/14/10	32768	Book Page	1,296.00
5/14/10	32769	Veronica Bright	22.22
5/14/10	32770	Brook's Carwash	25.20
5/14/10	32771	BWI Public Library Specialists	5,361.83
5/14/10	32772	CDW Govt Inc. (Gates Grant & other IT)	15,544.00
5/14/10	32773	Comcast Communications	65.91
5/14/10	32774	Distribution Video & Audio, Inc.	234.74
5/14/10	32775	Dix's Landscaping	200.00
5/14/10	32776	Dominion Virginia Power	140.98
5/14/10	32777	Gale	416.49
5/14/10	32778	Hopewell City Treasurer	826.63
5/14/10	32779	Ingram Library Services	1,492.93
5/14/10	32780	Ingram Library Services	1,979.84
5/14/10	32781	Johnson Printing Service	50.00
5/14/10	32782	Jean Karr & Company	136.00
5/14/10	32783	LexisNexis Matthew Bender	60.21
5/14/10	32784	Midwest Tape	86.14
5/14/10	32785	Jewel Mobley	25.25
5/14/10	32786	Oriental Trading Company, Inc.	82.85
5/14/10	32787	Progress Index	238.54
5/14/10	32788	Progress Index	315.74
5/14/10	32789	Reader Service	68.30
5/14/10	32790	Recorded Books, LLC	1,257.80
5/14/10	32791	Ribbons and Rolls (Printer cartridges)	4,146.75
5/14/10	32792	Securitas Security Services USA, Inc	943.27
5/14/10	32793	Jacqueline R. Shepperson	140.00
5/14/10	32794	Shred-It Richmond	47.50
5/14/10	32795	Sprint	245.00
5/14/10	32796	ULINE (Boxes PG branch)	186.41
5/14/10	32797	Unique Management Services	537.00
5/14/10	32798	Virginia Association of Museums	150.00
5/14/10	32799	Verizon	3,553.70

5/14/10	32800	Webster Integrated Technologies	300.00
5/18/10	32801	ARLS-Payroll	29,672.27
5/18/10	32802	Bartlett Photography & Design	150.00
5/27/10	32802V	Bartlett Photography & Design (Void)	-150.00
5/18/10	32803	Jennifer Gilbert	125.00
5/18/10	32804	Treasurer, Dinwiddie County	314.41
5/28/10	32805	Baker & Taylor Books, Inc.	528.35
5/28/10	32806	BARCO Products Company	627.50
5/28/10	32807	Veronica Bright	22.22
5/28/10	32808	BWI Public Library Specialists	2,083.06
5/28/10	32809	CDW Government Inc.	705.00
5/28/10	32810	County of Dinwiddie	600.00
5/28/10	32811	County of Prince George	450.00
5/28/10	32812	Diamond Springs	33.00
5/28/10	32813	Hopewell City Treasurer	3,750.00
5/28/10	32814	Ingram Library Services	70.98
5/28/10	32815	JanWay Company USA, Inc. (SRP)	419.80
5/28/10	32816	Kris Merritt	16.89
5/28/10	32817	Charles R. Mason	150.00
5/28/10	32818	Midwest Tape	45.55
5/28/10	32819	Tammy Potts	37.98
5/28/10	32820	Reader Service	74.98
5/28/10	32821	Recorded Books, LLC	181.20
5/28/10	32822	Staples, Inc.	1,551.62
5/28/10	32823	SunTrust Bank	1,249.77
5/28/10	32824	SunTrust Bank	233.82
5/28/10	32825	Treasurer of Virginia	6,468.15
5/28/10	32826	Verizon	305.34
5/28/10	32827	Lori Williams	56.98
5/28/10	32828	EBSCO	11,714.94
5/28/10	32829	R. D. Dereski Termite & Pest Control	750.00
5/28/10	32830	Rusty Bartlett	150.00
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	Total		164,294.32
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**Upon a motion made and seconded Operating Checks #200392 - 200393 and # 32758 - 32830 in the amount of \$164,294.32 were approved by the Library Board of Trustees at their regular meeting held on June 15, 2010.**

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**SOUTHSIDE COMMUNITY PARTNERS  
CHECK REGISTER  
May 1, 2010 to May 31, 2010**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>
5/14/10	1190	AT & T Mobility	64.31
5/14/10	1191	Denise D. Dahl	375.00
5/14/10	1192	Rebecca Eisenman	11.11
5/14/10	1193	Randy P. Howard, 501 Advisors, Inc.	375.00
5/28/10	1194	Barbara H. Dunn	375.00
5/28/10	1195	Rebecca Eisenman	58.71
5/28/10	1196	Owen Printing Company	325.00
5/28/10	1197	Verz Pakizer Photography	500.00
5/28/10	1198	Universal Synergy Group, LLC	375.00
5/28/10	1199	University of Richmond	1,250.00
	Total		3,709.13

**Upon a motion made and seconded Southside Community Partners Check #1190 - 1199 in the amount of \$3,709.13 were approved by the Library Board of Trustees at their regular Meeting held on June 15, 2010.**